



July - December

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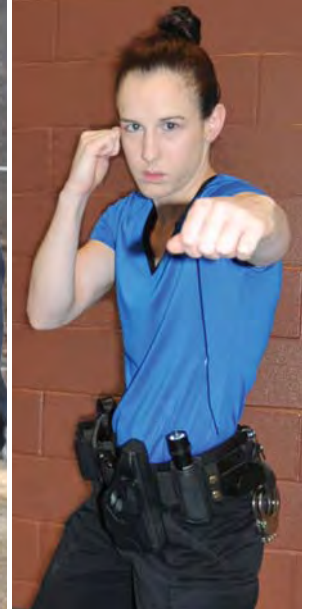
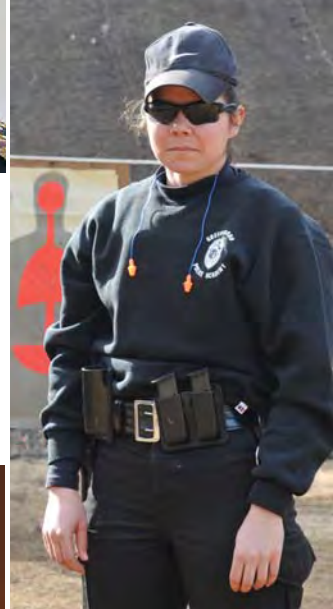
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# TRAINING CALENDAR

North Carolina Justice Academy



# Messages from the Attorney General & Academy Director

Law enforcement officers put their lives on the line every day to protect us, and they deserve the very best training available. We're proud to offer quality instruction for our officers through the North Carolina Justice Academy.

North Carolina has seen falling crime rates in recent years thanks to good work by officers all across our state. But we know that some crimes not yet included in the crime rate are on the rise, like meth labs, prescription drug abuse, and child pornography and exploitation. North Carolina must keep investing in law enforcement if we want to keep up with the latest crime trends. It takes well-trained law enforcement using the latest technology to keep our crime rates low, and we need to make sure you have the tools needed to do the job.

The Justice Academy provides a wide range of courses to meet the needs of law enforcement agencies and a variety of ways to take them. In addition to courses offered at the Academy's two campuses, officers can take some courses online.

Domestic violence cases are among the most challenging for law enforcement. A new course, **Domestic Violence Investigations**, gives officers a comprehensive understanding of the issues involved in these cases and the skills that are necessary to successfully investigate crimes involving domestic violence. The course offers insight into why victims sometimes refuse to cooperate or try to recant their statements, and how to work with victims.

Encounters with self-described **Sovereign Citizens** can also put responding officers in danger. This new course teaches law enforcers about the potential threat from these individuals, who claim that they are not subject to the laws, officers are sworn to uphold. Those attending this course will learn about violent incidents involving sovereign citizens in recent years, and the sovereign citizen groups that are currently most active in North Carolina. All officers need to know how to respond when confronted with an individual who refuses to respect the legal authority granted to the officer by the state, city or county.

Finally, tragic shootings on school campuses and other public places remind us that critical incident training can mean the difference between life and death. We're continuing our push to make sure all North Carolina officers are trained to respond swiftly and effectively to a crisis. Related courses available at NCJA include **Rapid Deployment Instructor Training, Officer Safety/Readiness Training, Solo/Active Shooter Response Conditioning, and Threat Assessment and the School Rampage Shooter**. I hope you'll consider refreshing or upgrading your skills, so you'll be well prepared if you find yourself in position to assist in a critical incident.

I'm proud of the work you're doing to solve and prevent crimes. Please don't hesitate to contact the Department of Justice or the Justice Academy staff to share your suggestions to make law enforcement even stronger. Thank you for your service to the people of our state.

With kind regards, I am

Very truly yours,



ROY COOPER, Attorney General



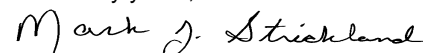
It is hard to believe that in 1974, law enforcement officers began to receive training at the North Carolina Justice Academy. That's right, we are celebrating 40 years of training criminal justice personnel this year. As you can imagine, there have been many changes in the way we have delivered training over these years. However, something that has never changed is our commitment to provide quality training that is effective, efficient, and beneficial to criminal justice system personnel.

Throughout these 40 years, literally hundreds of thousands of criminal justice personnel have benefitted from the training that has been provided from Salemburg and Edneyville. While I may not have been employed at the Academy for all of these 40 years, being a lifelong member of the Salemburg community, the Academy's Salemburg Campus has always been a part of my life. Whether it is Salemburg or Edneyville, it is humbling to think of all the training partnerships and collaborative agreements that have been established for the betterment of law enforcement and criminal justice professionals in North Carolina.

Many of you have made great contributions and provided tremendous support in order for the North Carolina Justice Academy to achieve professional sustainability in the training of criminal justice professionals throughout North Carolina and beyond. I want to personally thank you!

As always, we welcome your comments and suggestions. Feel free to e-mail me ([mstrickland@ncdoj.gov](mailto:mstrickland@ncdoj.gov)) or post a Facebook comment or follow us on Twitter. I look forward to hearing from you.

Sincerely yours,



MARK J. STRICKLAND, Director

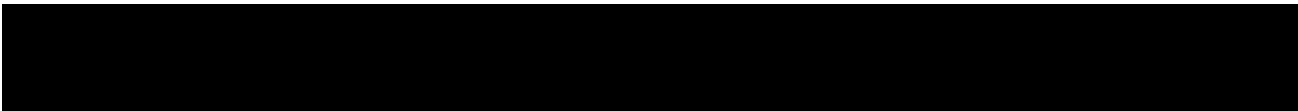


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# North Carolina Justice Academy Online!

The North Carolina Justice Academy Learn Center is an online portal designed for “anytime, any place, any pace” learning. Participants can register for courses, complete the courses as their schedules allow, and print certificates of course completion.

If you have never taken a Learn Center course, you can start by going to <http://ncdoj.learn.com>. Click on the New Users Login to fill out your online profile and create a user name and password. Once you receive an approval e-mail, you can log in and register for individual courses. You will have up to 30 calendar days to complete your training.

## WHO MAY REGISTER

Participation in these classes is open to officers in all North Carolina law enforcement agencies. In addition, some agencies may wish to enroll non-sworn personnel. Be advised that supervisory approval is required for participation in all classes.

## COURSES AVAILABLE

### LAW ENFORCEMENT OFFICERS

- 2014 JMST: A Juvenile - Now What?
- 2014 In-Service Legal Update
- Awareness of Issues Surrounding Returning Military Personnel (2012)
- Career Survival: Positive Ways to be Successful (2010)
- Career Survival: Social Networking and Digital Communications (2012)
- Civil Liability (2010)
- Domestic Violence (2009)
- Domestic Violence in Lesbian, Gay, Bisexual, and Transgender Relationships (2010)
- Domestic Violence in Lesbian, Gay, Bisexual, and Transgender Relationships (2011)
- Domestic Violence: The Children Are Watching (2013)
- Eyewitness Identification Reform Act of 2007
- Human Trafficking Protocols for Law Enforcement
- Human Trafficking Protocol (2011)
- Introduction to Child Abuse Investigations

- Introduction to Interviewing Skills in Child Abuse Investigations
- Introduction to Investigative Response to Child Abuse
- Investigating Crimes in Long-Term Care Facilities
- JMST: Don't Press Send (2013)
- Law Enforcement Intelligence Update (2013)
- Legal Update 2010
- Responding to Individuals with Mental Illness (2013)

### TELECOMMUNICATORS

- Active Shooter Overview (2014)
- AMBER and Silver Alerts (2010)
- Awareness of Issues Surrounding Returning Military Personnel (2014)
- Career Survival: Social Networking and Digital Communications (2012)
- Coping With Vicarious Trauma (2013)
- Elder Abuse Awareness and the Telecommunicator (2011)
- Generational Differences Within the Communications Center (2010)
- Human Trafficking Awareness for Telecommunicators (2013)
- Law Enforcement Intelligence Update (2013)
- Officer Involved Shootings (2013)

### DETENTION OFFICERS

- Awareness of Issues Surrounding Returning Military Personnel (2013)
- Career Survival for Detention Officers: Con Games (2010)
- Career Survival: Social Networking and Digital Communications (2012)
- Detention Officer Intelligence Update (2014)
- Interacting with Drug Users (2010)
- Leadership and Mentoring for Detention Officers (2012)

### ADDITIONAL TRAINING AVAILABLE

There are dozens of Microsoft Office courses as well as training on business topics such as negotiating and time management, dealing with difficult people, instructional design, and management skills.

<http://ncdoj.learn.com>





## In-Service Training - Instructor Updates

### In-Service Training Frequently Asked Questions

#### *What are the in-service training requirements?*

##### **Criminal Justice Education and Training Standards**

The rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 credits of in-service training annually. The topics for this requirement include the following:

Required In-Service Training Topics	14 hours/credits
Department Topic of Choice	10 hours/credits

##### **The required In-Service Training topics for 2015 are:**

- 2015 Firearms Training and Qualification 6 hours/credits
- 2015 Legal Update 4 hours/credits
- 2015 JMST: A Juvenile - What does it have to do with me? 2 hours/credits
- 2015 Domestic Violence: Teen Dating Violence 2 hours/credits

##### **The Department Topics of Choice for 2015 are:**

- Officer Safety: Use of Force Overview 4 hours/credits
- Law Enforcement Intelligence Update 2 hours/credits
- Public Safety: Storm Spotting 2 hours/credits
- Missing and Abducted Children 2 hours/credits
- Emotional Survival 2 hours/credits
- Active Shooter Overview 2 hours/credits

*NOTE:* Agencies may instruct on any topic(s) of the Chief's choosing for Department Topic of Choice.

##### **Lesson Plans:**

Departments must use the current lesson plan as a minimum for the required in-service training topics. Departments should check the in-service website prior to any course delivery to ensure instructors are using the most current materials available.

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Chief or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

##### **Sheriffs' Education and Training Standards**

For deputies, the in-service requirement for 2015 is 24 credits of mandatory training in the following topical areas:

##### **The required In-Service Training topics for 2015 are:**

- Firearms Training and Qualification
- Legal Update
- JMST: A Juvenile - What does it have to do with me?
- Domestic Violence: Teen Dating Violence

##### **The Department Topics of Choice for 2015 are:**

- Officer Safety: Use of Force Overview
- Law Enforcement Intelligence Update
- Public Safety: Storm Spotting
- Missing and Abducted Children
- Emotional Survival
- Active Shooter Overview

*NOTE:* Agencies may instruct on any topic(s) of the Sheriff's choosing for Department Topic of Choice.

##### **Lesson Plans:**

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Sheriff or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

For detention officers, the in-service requirement for 2015 is 16 credits of mandatory training in the following topical areas:

##### **The required In-Service Training topics for 2015 are:**

- Legal Update 4 hours/credits
- Documenting the Incident 4 hours/credits
- Emotional Survival for Detention Officers 4 hours/credits

##### **Sheriff's Topics of Choice for 2015 are:**

- Off-Duty Survival/Crimes in Progress 2 hours/credits
- Examining False Documents and Identifications 2 hours/credits
- SC/AT Refresher 4 hours/credits

*NOTE:* Agencies may instruct on any topic(s) of the Sheriff's choosing for Department Topic of Choice.

(CONTINUED ON NEXT PAGE.)

# In-Service Training - Instructor Updates



## In-Service Training Frequently Asked Questions

(CONTINUED FROM PAGE 6.)

The "Sheriff's Choice" category was included because it is important for the Sheriff and/or Jail Administrator to have the flexibility to be able to provide training that is specific to the needs of their detention officers or facility.

### Lesson Plans:

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Sheriff, other agency head, or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

**For telecommunicators**, the in-service requirement for 2015 is 16 credits of mandatory training in the following topical areas:

### The required In-Service Training topics for 2015 are:

- Crisis Negotiation 4 hours/credits
- Interpersonal Communications:
  - Team Building 4 hours/credits
  - Emotional Survival 2 hours/credits
  - Tactical Dispatch 2 hours/credits

### Sheriff's Topics of Choice for 2015 are:

- Law Enforcement Intelligence Update 2 hours/credits
- Missing and Abducted Children 2 hours/credits
- Domestic Violence: Teen Dating Violence 2 hours/credits

NOTE: Agencies may instruct on any topic(s) of the Sheriff's choosing for Sheriff's Topic of Choice.

The "Sheriff's Choice" category was included because it is important for the in-house trainer and their respective agency to have the flexibility to be able to provide training that is specific to the needs of their emergency communications staff or facility.

### Lesson Plans:

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Sheriff, other agency head, or designee may approve a lesson plan developed by another entity, or may develop

one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

***Do I have to attend the Instructor Update sessions to teach a block of instruction for in-service training?***  
No.

***How do I get the annual lesson plans and training materials for in-service from the Justice Academy?***  
There are three methods to obtain materials:

- (a) Instructor and student lesson plans, PowerPoint slides, handouts, and DVDs can be purchased from the Academy bookstore. An order form may be obtained via NCJA website: <http://ncja.ncdoj.gov>. These materials will be available only in DVD format.

**NOTE: The Bookstore will accept orders that are being purchased by open account with the Bookstore beginning October 1, 2014. Those orders being paid as listed above may be made by mail, e-procurement, or fax. NO orders with a payment to be made by check or credit card (Visa or Mastercard) will be accepted before October 15, 2014. Credit card orders must be placed by phone. For security reasons, we no longer accept fax or e-mail credit card orders.**

- (b) Lesson plans will be available on the web. If you are an agency head, school director, in-service training coordinator or instructor, e-mail the contact below to obtain the secured access information to the in-service lesson plans on the web. **Video clips CANNOT be obtained directly from the website.**

***For Law Enforcement in-service training:***  
Contact Bill DuBois at [bdubois@ncdoj.gov](mailto:bdubois@ncdoj.gov)

***For Detention Officer in-service training:***  
Contact Tim Fuss at [tfuss@ncdoj.gov](mailto:tfuss@ncdoj.gov)

***For Telecommunicator in-service training:***  
Contact Susan Gillis at [sgillis@ncdoj.gov](mailto:sgillis@ncdoj.gov)

- (c) The NCJA Learning Resource Center will have In-Service DVDs for loan. Discs may be borrowed for 30 days. Please contact the LRC at 910-525-4151, ext. 267.

**If you need additional information on mandatory in-service training, visit the in-service training web link at: <http://ncja.ncdoj.gov>.**





## In-Service Training - Instructor Updates

### Coordinating In-Service Training Course #2244

#### Who Should Attend

All new Agency In-Service Training Coordinators responsible for evaluating instructors and conducting/coordinating Commission-mandated in-service training.

#### Course Goal

To discuss the in-service training requirements as mandated by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission and to discuss and practice the utilization of the instructor evaluation form for in-service training.

#### Course Objectives

The student will be able to:

- Discuss the responsibilities of the agency In-Service Training Coordinator as established by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission.
- Demonstrate how to properly complete the instructor evaluation form using the corresponding criteria.

#### Methodologies

This course employs discussion, demonstration, and practical exercise.

#### Course Requirements

Participants should be an Agency In-Service Training Coordinator and hold a general instructor certification. Testing is required for this course. Participants will be required to score at least 70% on the final exam.

#### Special Concerns

Representatives from the Criminal Justice Standards Division and the Sheriffs' Standards Division will be present at the training sessions to provide information on the in-service training requirements.

#### Course Coordinator

Bill DuBois

#### Length of Course

Four hours/credits

#### DATE

October 21, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### In-Service Instructor Update 2015 Course #2343

#### Who Should Attend

Certified criminal justice instructors planning to teach any of the in-service training topics.

#### Course Goal

To provide the information and materials necessary to deliver the 2015 mandated in-service training.

#### Course Objective

The student will be able to teach the 2015 topics of instruction in an in-service capacity.

#### Methodologies

This course employs discussion, demonstration, group exercise and video.

#### Course Requirement

Instructors must pass a short written test on each topic taught.

#### Course Coordinator

Bill DuBois

#### Length of Course

Two days (16 hours)

#### DATES

October 22-23, Salemburg

December 3-4, Edneyville

December 10-11, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# In-Service Training - Law Enforcement



## In-Service Law Enforcement Intelligence Update 2014 Course #2363

### Who Should Attend

This course was developed as a topic of choice for 2014 Law Enforcement In-Service training. Law Enforcement Officers will receive two (2) credits towards annual in-service training requirements.

### Course Goal

To inform law enforcement professionals of current criminal trends in North Carolina, to include the proliferation of and the common dangers associated with gangs and extremist groups in North Carolina. Additionally, law enforcement will be presented with some of the current drug trends occurring in North Carolina.

### Course Objectives

The student will be able to:

- Differentiate between various types of anti-government, criminal, and extremist groups present in North Carolina and the characteristics associated with each group.

- Recognize and identify indicators of gang and extremist activity within your jurisdiction, and the dangers to law enforcement associated with these groups.
- Analyze current North Carolina drug trends and identify potential hazards to law enforcement.
- Identify the purpose and goals of law enforcement information collection and sharing resources which are available.
- Given a case example, develop a comprehensive suspicious activity report (SAR).

### Methodologies

This course employs lecture, practical exercise and discussion.

### Course Requirements

Attendance is required for the entire course session. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

### Course Coordinator

Gary Dudley

### Length of Course

Two hours/credits

### DATE

July 8, Edneyville

## In-Service Officer Safety: Responding to Crimes Off-Duty 2014 Course #2361

### Who Should Attend

This course was developed as a topic of choice for 2014 Law Enforcement In-Service training. Law Enforcement Officers will receive two (2) credits towards annual in-service training requirements.

### Course Goal

To familiarize the participant with the issues that need to be considered if responding to crimes in progress while off-duty.

### Course Objectives

The student will be able to:

- Recognize the dangers to an officer when responding to an incident while off duty from the offender(s) as well as other responding officers.

- Evaluate the need or duty for an off-duty officer to respond to a crime in progress.
- Determine what law enforcement equipment should be carried by an off-duty officer.
- Develop an action plan for an off-duty officer to follow when responding to an incident.

### Methodologies

This course employs lecture, and discussion.

### Course Requirements

Attendance is required for the entire course session. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

### Course Coordinator

Gary Dudley

### Length of Course

Two hours/credits

### DATE

July 7, Edneyville



## In-Service Training - Law Enforcement

### In-Service Officer Safety: The First Five Minutes 2014 Course #2360

#### Who Should Attend

This course is a required 2014 Law Enforcement In-Service training topic. The course is available to all sworn Law Enforcement Officers, Detention Officers, and Telecommunicators. Law Enforcement Officers will receive four (4) credits towards mandatory In-Service training requirements.

#### Course Goal

To provide training that will enable class participants to effectively sustain themselves or other officers in life-threatening medical emergencies.

#### Course Objectives

The student will be able to:

- Recognize steps officers can take to survive a potentially lethal wound.
- Discuss means of self-extraction from a position of danger to protective cover.

- Identify critical information that should be communicated to the responding personnel.
- Demonstrate the ability to apply a tourniquet and control a severe hemorrhage in a practical skills session, to include basic movement techniques.

#### Methodologies

This course employs lecture, discussion and practical exercise.

#### Course Requirements

Attendance is required for the entire course session. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

#### Course Coordinator

Gary Dudley

#### Length of Course

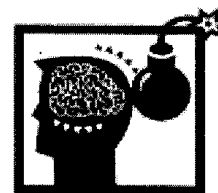
Four hours

#### DATE

July 7, Edneyville



# Anti-Terrorism Training



## Basic Anti-Terrorism Awareness Course #3088

CICP Accredited Course

### Who Should Attend

All law enforcement officers, investigators and related personnel who may prevent or respond to a terrorist act.

### Course Goal

To provide the participant with the knowledge, skills and abilities to recognize potential terrorist targets, suspicious people and activities and other attack indicators. Methods of receiving and reporting vital information will also be addressed.

### Course Objectives

At the awareness level, the student will be able to:

- Recognize potential terrorist indicators, symbols, and behaviors - both international and domestic in nature.
- Identify common false documents.
- Interdict domestic and international extremist individuals/groups.
- Collect useful information.
- Understand the significance of performing a Threat Vulnerability Assessment in their communities.
- Know how and to whom to report suspicious activity and what information is vital in that reporting.

### Methodologies

This course will employ lecture, discussion and analysis. The course will have extensive use of video clips, videos and PowerPoint slides. In addition, some outside reading will be required.

### Course Requirements

Attendance is required at all sessions. Students must achieve a minimum score of 70% on a written test which will be given at the conclusion of the course.

### Course Coordinator

Doug Robinson

### Length of Course

Two days (16 hours)

### DATES

July 7-8, Edneyville  
August 19-20, Edneyville  
October 6-7, Edneyville  
November 24-25, Salemburg

## Terrorism Update Course #3151

CICP Accredited Course

### Who Should Attend

Law enforcement officers, investigators and related personnel who may respond to an active shooter in a public education facility.

### Course Goal

To provide students with current updates and trends in the war on terror and how it relates in the post 9/11 environment with an emphasis on a Chechnyan-style school assault. A portion of this course is intended to be a refresher for **Basic Anti-Terrorism Awareness**.

### Course Objectives

The student will be able to:

- Analyze current trends, indicators and updates in the war on terror.
- Analyze the lessons learned from the Beslan incident and their applicability to a possible active shooter in a school in North Carolina.
- Describe the techniques most commonly used for evaluating school security.
- Describe the process, protocol and techniques regarding the response to a terrorist attack in a school environment.

### Methodologies

This course employs lecture, conference, and practical exercises. Outside reading assignments are required.

### Course Requirements

Attendance is required at all sessions. Students will be required to successfully complete the safety and security assessment practical exercise.

### Course Coordinator

Doug Robinson

### Length of Course

Two days (16 hours)

### DATES

August 4-5, Edneyville  
October 20-21, Edneyville  
November 6-7, Salemburg  
December 1-2, Edneyville



# Community-Oriented Policing

## Advanced SRO - Leadership Roles (Web-blended) Course #3265

### Who Should Register

Any officer who has successfully completed NCJA's **School Resource Officer** course (#5673) or equivalent and is assigned or may potentially be assigned as School Resource Officer (SRO).

### Course Goal

To further refine for law enforcement officers the important characteristics, special nature and responsibilities of the position of School Resource Officer.

### Course Objectives

The student will be able to:

- Review articles related to School Resource Officers and write essays on assigned topics from those articles.
- Conduct a short presentation during class on an assigned topic from the online portion of the training.
- Identify the primary elements of Emotional Intelligence (EI) and describe the primary functionality for EI in the SRO leadership role.
- Define leadership, identify leadership characteristics and provide benefits of coaching as it relates to the leadership role of an SRO.
- Identify elements of common bomb making materials accessible and available to students using the Homeland Security Bomb-Making Materials Awareness Program (BMAP).
- Identify resources and tools that can be used to conduct threat assessments.
- Conduct a threat assessment of their assigned school and present the assessment to the class.

### Methodologies

This course will employ web-based learning, as well as on-site lecture. This course is comprised of prerequisite Blackboard requirements, traditional classroom delivery, and practical exercises. This training can be partially completed on-line; however, 24 hours of time associated with required classroom portion requires the SRO to be physically on site in the classroom and away from their assigned school.

### Course Requirements

Participants must be familiar with Blackboard formatted on-line course delivery and comfortable with e-mail, Internet usage and word processing software. Students must be able to successfully complete all written, practical exercises and instructor evaluations with a 75%.

### Course Coordinator

Scott Grantham

### Course Credit

Forty hours

### DATES

September 1-25, Salemburg

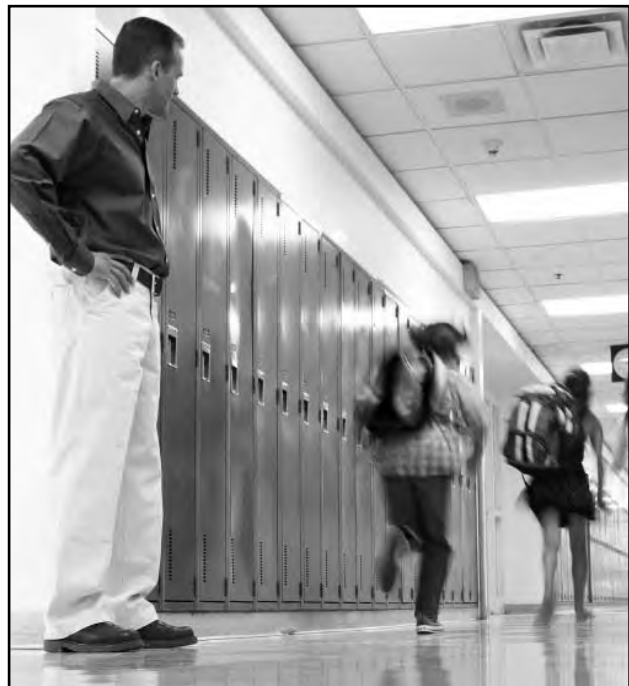
November 3-26, Salemburg

### IN THE CLASSROOM

September 23-25, Salemburg

November 24-26, Salemburg

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**



# Community-Oriented Policing



## Community-Oriented Policing Course #1174

### Who Should Attend

This course is intended primarily for sworn personnel who will be actively engaged in community-policing initiatives within their agency. While much of the course content focuses on the delivery of police service by sworn officers, all departmental personnel responsible for dealing with the public can benefit from this course.

### Course Goal

This course will familiarize law enforcement officers and other personnel with the philosophies and concepts of community-oriented and problem-solving policing.

### Course Objectives

The student will be able to:

- State why change is necessary in the law enforcement community.
- Define community policing.
- Define public value.
- Name the two main components of community policing.
- State the duties of the community police officer.

- Explain the benefits of community knowledge and cultural awareness.
- Identify the skills needed to be a successful community police officer.
- List the steps involved in successfully marketing community policing.
- Explain the SARA problem-solving model and how to implement it.
- Explain the Crime Measurement Index (CMI).
- Explain the difference between P.O.P. and C.O.P.

### Methodologies

This course employs lecture, class discussion, demonstration and practice.

### Course Requirements

Students should be familiar with Microsoft Word and Microsoft PowerPoint software applications. Attendees should bring a jump drive for storing course work.

### Course Coordinator

Donnie R. Parks

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### Length of Course

Three days (24 hours)

### DATES

July 14-16, Edneyville  
August 26-28, Salemburg

## D.A.R.E. Instructor Training Course #3190

**NEW!**

### Who Should Attend

Law enforcement officers with a minimum of two years experience and has the desire to instruct a curriculum to school age children that teaches skills of how to avoid drugs, gang, and violence.

### Course Goals

Millions of school children around the world will benefit from D.A.R.E. (Drug Abuse Resistance Education), the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. D.A.R.E. is a police officer-led series of classroom lessons that teaches children from kindergarten through 12th grade how to resist peer pressure and live productive drug and violence-free lives. The D.A.R.E. curriculum is designed to be taught by police officers whose training and experience gave them the background needed to answer the sophisticated questions often posed by young students about drugs and crime. Prior to entering

the D.A.R.E. program, officers must undergo 80 hours of special training in areas such as child development, classroom management, teaching techniques, and communication skills.

### Course Objectives

At the end of this training, officers will be able to:

- Evaluate and understand the physical, emotional, social, and legal risks that gateway drugs have on school age children's brains and bodies.
- Compare and contrast the normative beliefs of school age children as it relates to their decision-making skills.
- Effectively explain the D.A.R.E. concepts of decision making for school age children.
- Successfully prepare and present a D.A.R.E. curriculum lesson plan.
- Utilize the skills learned in the course in an actual classroom setting.

### Course Requirements

Attendance is required at all class sessions. In order to complete this course, the participant must actively participate in all classroom discussions and activities

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## Community-Oriented Policing

### D.A.R.E. Instructor Training Course #3190

**NEW!**

(CONTINUED FROM PAGE 13.)

and obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must complete a series of planning and presenting D.A.R.E. Lessons that will be chosen by the course Facilitator. Students must successfully present a portion of an assigned D.A.R.E. Lesson to school age children in a classroom setting. Students must bring their uniform. All students attending this course must complete an application packet from the North Carolina D.A.R.E. Training Center before admittance. Within that packet all students must sign a Code of Conduct per D.A.R.E. America Policy. Applications may be obtained from

Captain Michael Adkins with the Caswell Co. Sheriff's Office by e-mail at [madkins@ncdare.org](mailto:madkins@ncdare.org).

**Course Coordinator**  
Tony Losada

**Course Credit**  
10 days (80 hours)

**DATE**  
July 27-August 8, Salemburg



### Developing Speaking Skills Course #2236

#### Who Should Attend

Individuals who will be making presentations in the criminal justice profession.

#### Course Goal

To provide the skills necessary to competently plan, prepare, present and evaluate a speech.

#### Course Objectives

The student will be able to:

- Prepare, organize and deliver a successful presentation.
- Select and use appropriate, effective visual aids.
- Evaluate his/her own presentation and those of others.
- Develop confidence before an audience.
- Speak extemporaneously.

#### Methodologies

This course employs conference, programmed text, demonstration and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. Students are expected to participate in classroom discussion and evaluation, as well as present at least two 10-15 minute speeches on a topic of their choice.

#### Special Concerns

This program will utilize classroom instruction and videotaping to facilitate the development of a presentation style. Practice and constructive critiques will be utilized to enhance the abilities of the participants.

#### Registration

You must register for the class by completing an application form and sending it to the campus you will be attending. The address/fax number is on the application.

**Course Coordinator**  
Donnie R. Parks

**Length of Course**  
Three days (24 hours)

**DATE**  
August 26-28, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Community-Oriented Policing



## School Resource Officer Ethics (Web-based) Course #3243

### Who Should Register

All certified law enforcement officers who are currently assigned or will be assigned as a School Resource Officer in an elementary, middle or high school.

### Course Goal

To provide school resource officers with some insight into their own definition of ethics, and the awareness of consequences when making ethical decisions.

### Course Objectives

The student will be able to:

- Identify their personal definition of "Ethics" as it relates to School Resource Officers.
- Identify ethical problem situations for School Resource Officers.
- Read four articles about law enforcement ethics.

- Write four essays referring to the assigned articles.
- Evaluate an ethical scenario and provide an opinion.

### Methodologies

Instruction by NCDOJ Blackboard.

### Course Requirements

Participants must be familiar with Blackboard formatted on-line course delivery and comfortable with e-mail, internet usage and word processing software.

### Course Coordinator

Scott Grantham

### Course Credit

Thirty-two hours

**LIMIT 6 STUDENTS  
PER DEPARTMENT.**

### DATES

July 7-August 15, Salemburg  
August 25-October 3, Salemburg  
October 27-December 5, Salemburg

## School Resource Officer Training Course #5673

### Who Should Attend

All **certified law enforcement officers** who are currently assigned or will be assigned full-time duty in an elementary, middle or high school.

### Course Goal

To provide the participant with the history, philosophy and basic skills necessary to serve as a School Resource Officer. Participants will receive instruction in law, identification and ways to handle exceptional students, and classroom instruction techniques.

### Course Objectives

The student will be able to:

- Define the School Resource Officer (SRO) concept and apply this to the school in which they are assigned.
- Define the dual objectives of prevention and enforcement as it applies to the School Resource Officer Program.
- Identify the role of a School Resource Officer/Unit in the educational community.
- Identify the various categories of students defined as Children with Special Needs and sensitize the School Resource Officer to each classification.

- Discuss the problem of adolescent suicide, identify the warning signs associated with "at risk" students and recommend the appropriate steps which need to be taken in handling these students.
- Discuss the development of relationships necessary to function as a SRO, including relationships with students, parents and faculty.

### Methodologies

This course employs discussion, demonstration, lecture and practical exercises.

### Course Requirements

Attendance is required at all class sessions. The student must develop and teach a ten-minute presentation. A score of 70% on an exam is required for passing this course.

### Course Coordinator

Scott Grantham

### Length of Course

Five days (40 hours)

### DATES

August 4-8, Salemburg  
October 13-17, Salemburg  
December 15-19, Edneyville



# Detention Officer Training

## Armed Detention Officer Course Course #2723

### Who Should Attend

Any North Carolina certified detention officer seeking training to qualify them to be able to meet the training standards for a detention officer to be granted gun-carrying status.

### Course Goal

To give North Carolina certified detention officers the skills and abilities to properly handle and shoot a firearm to a level of proficiency in which to qualify to the same standard as a **Basic Law Enforcement Training** recruit.

### Course Objectives

At the end of this block of instruction, the participant will be able to achieve the following objectives in accordance with the information presented during the instructional period:

- Discuss the legal implications and responsibilities of being an armed detention officer in the state of North Carolina.
- Discuss the nomenclature of a semi-automatic handgun.
- Demonstrate the proper method of loading and unloading a duty weapon.
- Demonstrate the ability to clear all common malfunctions of a semi-automatic handgun.
- Discuss the various flashlight techniques that can be used for night fire.
- Demonstrate proper gun retention and takeaway techniques.
- Obtain a minimum score of 70% on the Commission approved day and night qualification course.
- Obtain a minimum score of 70% on an NCJA designed day and night combat course.

### Methodologies

This course employs lecture, discussion, demonstrations, practical exercises and practical testing.

### Course Requirements

The student is expected to attend all class sessions. Students are expected to successfully complete all practical exercises. Each student must pass a written final exam, complete the day and night BLET firearms qualification course with a minimum score of 70%, and complete an NCJA designed day and night combat course with a minimum score of 70%. (Students who fail to qualify on any of the courses of fire will be dropped from the course at the time of the failure. They will not be allowed to continue beyond the point of failure.)

### Special Concerns

Students must bring with them the following items (materials required):

- Proper range attire to include long pants, close-toed shoes, and shirts proper to the seasonal time of year, rain gear or jackets.
- Range safety gear to include eye protection, hearing protection, and a billed cap.
- Department issued firearm or its equivalent.
- A minimum of 1000 rounds of duty ballistic equivalent ammunition for their firearm.
- Duty belt to include holster, double magazine pouch, flashlight and flashlight carrier.

### Course Coordinator

Tim Fuss

### Length of Course

Five days (48 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### DATE

November 17-21, Salemburg



# Detention Officer Training



## Basic Inmate Transport Course #2623

### Who Should Attend

Detention officers who will be or are assigned the responsibilities of the transportation of inmates.

### Course Goal

To give the student the knowledge and practical skills required to conduct efficient, safe and secure transportation of inmates.

### Course Objectives

The student will be able to:

- Describe the proper search techniques of an inmate leaving a facility on transport.
- Using various mechanical restraints, demonstrate the proper restraining of an inmate for transport.
- List the various locations an officer may transport an inmate and describe the security concerns of each.
- Through a series of practical exercise scenarios, conduct both single and multiple inmate transports proficiently.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student is expected to attend all class sessions. Students are expected to successfully complete all practical exercises. Each student must pass a written final exam.

### Special Concerns

Students should bring all issued leather gear and duty belt.

### Course Coordinator

Tim Fuss

### Length of Course

Two days (16 hours)

### DATES

November 13-14, Salemburg  
November 24-25, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Detention Field Training Officer Course #7597

### Who Should Attend

Detention officers who will be or are assigned the responsibilities of training new detention officers during their field training periods.

### Course Goal

To provide the technical and personal skills to individuals in order for them to function as evaluators and trainers of recruits who have completed the basic **Detention Officer Certification** course.

### Course Objectives

The student will be able to:

- Evaluate the performance of new detention officers.
- Utilize performance feedback, interpersonal communication skills and training skills in the interaction with the trainees.
- Successfully utilize leadership skills and attributes.

- Evaluate and counsel the new detention officer in report writing and note-taking skills.

### Methodologies

This course employs lecture, discussion, practical exercises and demonstrations.

### Course Requirements

Attendance is required at all class sessions. In order to satisfactorily complete this course, the participant, given several videotaped scenarios, must satisfactorily evaluate and document the performance of the trainee depicted therein and obtain a minimum score of 70% on a written test to be given at the conclusion of the course.

### Course Coordinator

Tim Fuss

### Length of Course

Five days (40 hours)

### DATES

July 7-11, Salemburg  
December 8-12, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Detention Officer Training

## Detention Officer Certification Course #7000

### Who Should Attend

All persons who are employed as detention officers at local confinement facilities and are required by the Sheriffs' Education and Training Standards Commission or the Criminal Justice Education and Training Standards Commission to successfully complete this course.

### Course Goal

To present the basic standard operating procedures for local confinement facilities and to develop the role and responsibilities of professional detention officers.

### Course Objectives

The student will be able to:

- Supervise inmates providing safety, security, meals, proper sanitation and medical care.
- Respond to medical emergencies within the facility.
- Search incoming and resident prisoners.
- Search a cell block and general areas.
- Apply information of a prisoner's legal and constitutional rights to administrative operation of the detention facility, composition of disciplinary sanctions, use of force and civil liability to officers.
- Identify and cope with stressful situations.
- Maintain personal and detention facility security.
- Deal effectively with inmates.
- Process incoming prisoners.
- Transport prisoners safely.

- Profile characteristics of a potential suicide.
- Respond to inmates in crisis situations.
- Develop the ability to respond to a physical attack to ensure the safety of officers and inmates.
- Develop and implement emergency plans.
- Properly demonstrate the use of fire equipment.

### Methodologies

This course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. The student must score a minimum of 70% on written tests and/or practical exercises for each block and score a minimum of 70% on the final Commission-administered written exam.

### Special Concerns

Uniforms are required for class unless otherwise stated. Students must also have proper gym clothes for physical assessment, physical training, and subject control techniques. Some evening sessions may be required.

### Course Coordinator

Tim Fuss

### Length of Course

Twenty-three days (182 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

### DATE

July 28-August 27, Edneyville

## Essential Skills for New Supervisors Course #2725

### Who Should Attend

First line supervisors working in all areas of juvenile and adult criminal justice - from juvenile institutions to Supermax prisons, jails, probation, parole and law enforcement, or those who are interested in becoming a first line supervisor of other staff in their corrections/criminal justice setting.

### Course Goal

This program is designed to support participating organizations' initiatives to prepare employees for transitioning into staff supervisory roles.

### Course Objectives

The Southern Region of the National Institute of Corrections Academy's Regional Training Initiative (RTI) presents Essential Skills for New Supervisors. By using an interactive, experiential format, this 40-hour training program integrates essential supervisory skills with key leadership elements. Going beyond the "survival skills" approach to supervision training, the focus in this program is on practical and visionary leadership skills. Participants examine the impact of values (personal and organizational), ethics, and personal wellness on all of the roles a supervisor must fulfill to successfully meet the challenges that she/he must face in the ever changing world of corrections. Key focus areas include:

- Roles and responsibilities of correctional supervisors, and the related supervisory, leadership and personal competencies.

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# Detention Officer Training



## Essential Skills for New Supervisors Course #2725

(CONTINUED FROM PAGE 18.)

- Assessment of personal values and vision and impact on your role as a supervisor.
- Exploration of your organization's mission, culture and stakeholders and impact on daily operations.
- Characteristics of ethical and principled behavior and practical work applications.
- Personal wellness assessment and action plan.
- Practice strategies and critical thinking skills to identify and resolve basic problems of conflict resolution, dealing with difficult people, interpersonal communication dynamics, performance assessment and coaching, counseling and discipline and conducting performance appraisals.

### Methodologies

Class will be lecture/discussion based.

### Course Coordinator

Tim Fuss

### Length of Course

Five days (40 hours)

### DATE

July 14-18, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## First Line Supervision for Detention Supervisors Course #7643

### Who Should Attend

New detention supervisors and supervisors who have not received formal supervisory training.

### Course Goal

To provide knowledge and skills required to effectively supervise personnel in a detention facility.

### Course Objectives

The student will be able to:

- Avoid liability problems arising from employment practices and field operations.
- Identify misconduct and corruption and be able to use appropriate techniques to prevent them.
- Determine and utilize motivational incentives to improve or cause high performance.
- Lead groups in consensus decision making and creative problem solving.
- Promote ethical practices in a detention facility and create a professional detention culture.
- Complete and receive results from a personality inventory.
- Lead others through concepts of empowerment and transformation.

- Demonstrate supervising for results skills dealing with work performance and work habit problems.
- Utilize identified competencies of a leader to address factors in high performance by employees.

### Methodologies

This course employs lecture, conference, exercise, diagnostic instruments and skills practice.

### Course Requirements

Attendance is required at all class sessions. Students must attain an average of 70% across course examinations. They must also successfully perform in supervising for results skill practices.

### Course Coordinator

Tim Fuss

### Length of Course

Five days (40 hours)

### DATES

November 3-7, Edneyville  
December 15-19, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**





# Detention Officer Training

## In-Service Detention Instructor Update 2015 Course #7004

### Who Should Attend

Certified NC Criminal Justice Education and Training Standards Commission instructors planning to teach the Detention In-Service Training as mandated.

### Course Goal

To provide the information and materials necessary to deliver the mandatory in-service topics.

### Course Objective

The student will be able to teach the topics of instruction in an in-service capacity.

### Methodologies

This course employs lecture, conference, and discussion.

### Course Coordinator

Tim Fuss

### Length of Course

One day (8 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### DATES

October 20, Salemburg

December 1, Edneyville



# Instructor Development



## Explosives and Hazardous Materials Specialized Instructor Training Course #2618

### Who Should Attend

Officers designated to become Explosives and Hazardous Materials instructors for their agency. Individuals must possess current criminal justice instructor certification, receive a recommendation from a certified school director or agency head, and possess a current and valid CPR certification.

### Course Goal

To provide the knowledge and skills necessary to instruct the BLET Explosives and Hazardous Materials Emergencies, DOCC Fire Emergencies and In-Service training blocks.

### Course Objectives

The student will be able to:

- Demonstrate the specialized competencies necessary to instruct in the area of explosives and hazardous materials emergencies.
- Demonstrate competencies as an Operations Level responder per NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2008 Edition).
- Demonstrate knowledge of the history, designs, and definition of Improvised Explosive Devices (IEDs) and their potential targets.
- Identify types and components of IEDs.
- Identify different varieties of packaged-type IEDs and secondary devices.
- Identify the goals, reasons and means of suicide/homicide bombers.
- Identify the several varieties of IEDs (VBIEDs) and warning signs of possible VBIEDs.
- Identify how each type of IED can be radio controlled, how to recognize a radio-controlled IED (RCIED), and what to do when encountering a RCIED.
- Identify what actions need to be taken, how to respond to secondary devices, along with escape routes and communications.

### Methodologies

Lecture, conference, demonstration and practical exercises will be employed.

### Course Requirements

Attendance is required at all class sessions. Prior to registering for the course, students must include in their

registration packet; a current General Criminal Justice Instructor Certification issued by the North Carolina Criminal Justice Education and Training Standards Commission or preapproved acceptable alternative listed in the North Carolina Administrative Code; a copy of the agency's fit test for the students issued Air-Purifying Respirator; the original OSHA Respirator Medical Evaluation Questionnaire completed by the student and signed by an acceptable Medical Professional. At the conclusion of the course, students must attain a minimum of 75% on a Commission-administered final written examination in order to be eligible for certification as a specialized instructor by the Commission.

### Special Concerns

**PRIOR TO CLASS, students must purchase the text *Hazardous Materials for First Responders 4th Edition*. It is available from the NCJA bookstore or International Fire Service Training Association (IFSTA). TEXT BOOKS ARE NOT AVAILABLE FOR PURCHASE ON THE FIRST DAY OF CLASS. If a student arrives without the required book, they will not be allowed to attend the course.**

Students must provide, for testing and practical exercises, an Air-Purifying Respirator with training cartridge issued by the student's agency. Prior to the beginning of the course the student MUST provide a copy of the agency's fit test for the issued Air-Purifying Respirator. The student MUST complete the OSHA Respirator Medical Evaluation Questionnaire and have it evaluated and signed by an appropriate medical professional. Upon completion of this form by the student and medical professional, the ORIGINAL must be mailed to the Course Coordinator, along with all other required documents, at the address below.

### THE FOLLOWING DOCUMENTS MUST BE RECEIVED WITH THE REGISTRATION FORM OR THE STUDENT WILL BE PLACED ON THE ALTERNATE LIST:

- Completed NCJA Application for training with school director's recommendation.
- Copy of General Criminal Justice Instructor Certification or Approved Alternative.
- Copy of the fit test by their agency for the student's Air-Purifying Respirator.
- **ORIGINAL COMPLETED** OSHA Respirator Medical Evaluation Questionnaire signed by an appropriate Medical Professional Doctor.

ATTN: Traci McConnell  
North Carolina Justice Academy  
P.O. Box 600  
Edneyville, NC 28727

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# Instructor Development

## Explosives and Hazardous Materials Specialized Instructor Training Course #2618

(CONTINUED FROM PAGE 21.)

### Registration

You must register for the class by completing this application form and sending it to the campus you will be attending. The address/fax number is on the application.

### Course Coordinator

Chris Anderson

### Length of Course

Nine days (71 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

### DATE

September 2-12, Edneyville



## General Instructor Training Course #2031

### Who Should Attend

Criminal justice personnel planning to teach in any course mandated by either the Criminal Justice Education and Training Standards Commission or the Sheriffs' Education and Training Standards Commission are required to successfully complete this course and apply for certification as a probationary general instructor. To become a probationary general instructor, applicants must have a minimum of four years of practical criminal justice experience.

### Course Goal

To provide the information necessary to competently research, plan, prepare, present and evaluate a block of instruction in accordance with the ISD Model.

### Course Objectives

The student will be able to:

- Teach an 80-minute block of instruction.
- Develop a lesson plan for the 80-minute block of instruction.
- Construct a test appropriate to the 80-minute block of instruction.
- Complete a written examination.

### Methodologies

This course employs discussion, programmed text, demonstration and practice.

### Course Requirements

Attendance is required at all class sessions. The student must teach an 80-minute block of instruction, develop a lesson plan for the 80-minute block of instruction, construct a test appropriate to the 80-minute block of instruction and achieve a score of at least 75% on the Commission-administered exam required for certification.

### Special Concerns

Students should bring any special clothing, equipment, references or other materials necessary to enable them to research, write, type and present an 80-minute block of instruction on a criminal justice related topic. Students can expect to spend a number of hours at night preparing lesson plans and audio-visual aids, as well as practicing for their 80-minute presentation. **Students should have strong skills in Microsoft Word and should be familiar with Microsoft PowerPoint.**

**Students will be issued a laptop for use in developing their lesson plan. This laptop will have Word 2010. A USB Flash Drive is required, and it is recommended that the student bring a wireless mouse.**

### Course Coordinator

Leila Humphries

### Length of Course

Ten days (80 hours)

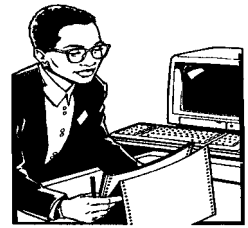
**LIMIT 1 STUDENT  
PER DEPARTMENT.**

### DATES

September 14-26, Edneyville

October 19-31, Salemburg

# Instructor Development



## Instructor Training Orientation (Web-based) Course #2152

### Who Should Register

All school directors, instructors and evaluators who will be participating (teaching/evaluating) in the offering of the **General Instructor Training** course under the auspices of the North Carolina Criminal Justice Education and Training Standards Commission.

### Course Goal

To prepare certified instructors to deliver blocks of instruction and evaluate student performance in the General Instructor Training course.

### Course Objectives

The student will be able to:

- Teach assigned blocks of instruction from the approved lesson outline using appropriate instructional strategies and required equipment.
- Evaluate the 10-minute, 30-minute, and 80-minute presentations required in **General Instructor Training**, utilizing the correct evaluation form and criteria.
- Evaluate lesson plans using the standards established by the General Instructor Training course.

### Methodologies

This course is taught completely online using Blackboard. The course will utilize online streaming video, e-mail and fax technologies to facilitate the learning process. The course is instructor-led, but completely asynchronous.

### Course Requirements

The student is required to evaluate the following: a 10-minute and 30-minute presentation and an 80-minute lesson plan with accompanying test questions.

### Special Concerns

1. In order for you to register for this course, we must receive from a School Director of Instructor Training a written confirmation that you will be teaching or evaluating for them in a Commission-approved **General Instructor Training** Course. This confirmation must be given in the form of a letter signed by a certified School Director. Along with this letter, you must submit a copy of your current instructor certification.
2. Students must have access to the Internet, an e-mail account and access to either a fax machine or scanner. This course relies heavily on the use of streaming video – high-speed Internet access is highly recommended.

### Course Coordinator

Leila Humphries

### Course Credit

Twenty-four hours

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### DATES

July 7-August 1, Edneyville  
October 27-November 21, Edneyville





# Instructor Development

## LIDAR Instructor Recertification Course #3144

### Who Should Attend

LIDAR instructors seeking recertification under NCAC 9B.0239. Individuals must have successfully completed the **RADAR Instructor Recertification** course prior to entering **LIDAR Instructor Recertification**.

### Course Goal

To improve the effectiveness or speed enforcement through the proper and efficient use of LIDAR speed measurement instruments. To maintain and enhance the knowledge and skills necessary to instruct the **LIDAR Operator Training** course.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in testing and operating specific LIDAR instruments in accordance with criteria specified on a standardized performance evaluation form.
- Identify specific LIDAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies, and procedures affecting LIDAR speed measurement and speed enforcement.
- Teach students in the performance of the objectives listed above.

### TEICP Accredited Course

### Methodologies

This course employs lecture, demonstration and field practice.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in all motor-skill testing areas. Students must attain a minimum of 75% on a Commission-administered final written examination.

### Special Concerns

Students must provide a LIDAR instrument for testing and practical exercises. Class will begin at 8:00 a.m.

### Course Coordinator

Dan Worley

### Length of Course

One day (7 hours)

### DATES

September 12, Salemburg

October 10, Salemburg

November 20, Salemburg

See registration form  
on page 37.



## Private Protective Services Firearms Instructor Course #7623

### Who Should Attend

Private Protective Services trainers who have received a favorable recommendation from their employing licensee or from a Dean of Continuing Education at a Community College and will be instructing the firearms block of instructor for Private Protective Services. To attend this course, students must have contacted the North Carolina Department of Justice Private Protective Services Board and received a written invitation to attend. You may contact the Board at 919-788-5320 and ask for the Training Officer.

### Course Goal

To provide the knowledge and skills necessary to instruct the firearms block of instruction for the Private Protective Services Board.

### Course Objectives

The student will be able to:

- Conduct firearms qualification and training of PPS approved courses of fire.
- Train PPS Officers in the nomenclature, fundamentals of shooting, maintenance, cleaning and inspection of the handgun and shotgun.
- Supervise a range with a maximum of efficiency and safety.
- Render initial first aid for medical emergencies on the firing range.

### Methodologies

This course employs lecture, discussion, practical exercise and practice teaching.

### Course Requirements

Individuals must have successfully completed the **PPS Unarmed Trainer Course** and the prequalification prior to entering **PPS Firearms Instructor Training** (this is waived if the student is a Criminal Justice Firearms

(CONTINUED ON NEXT PAGE.)

# Instructor Development



## Private Protective Services Firearms Instructor Course #7623

(CONTINUED FROM PAGE 24.)

Instructor). Individuals must be 21 years of age or more and must possess a high school diploma or a GED. Additionally, individuals must have at least one year of supervisory experience in security, the military or in law enforcement. Attendance is required at all class sessions. On the first day of class, the student must demonstrate proficiency with a handgun by qualifying twice in three attempts with a minimum score of 90%. Students must demonstrate the ability to safely operate a range and conduct courses of fire for PPS. Students must attain a minimum score of 75% on the final examination.

### Special Concerns

Students should bring comfortable and practical clothing for outside training and rain protection. Duty handgun and duty shotgun (if applicable), uniform type holster and magazine carriers. Ammunition should include 1500 rounds of duty/ballistic equivalent ammunition for the handgun and 50 rounds of slugs and buckshot for

the shotgun. Other necessary equipment includes duty flashlight, whistle and stopwatch, gun cleaning equipment, eye and ear protection, a clipboard and a billed hat or cap. Students will be required to work on the range at night.

### Course Coordinator

Chad Thompson

### Length of Course

Five days (40 hours)

### DATE

September 8-12, Salemburg



## Private Protective Services Firearms Instructor Recertification Course #7620

### Who Should Attend

Private Protective Services instructors who are in need of re-qualifying within the required two-year period set forth by the Private Protective Services Board. To attend this course students must have contacted the North Carolina Department of Justice Private Protective Services Board and received a written invitation to attend. You may contact the Board at 919-788-5320 and ask for the Training Officer.

### Course Goal

To ensure that PPS Firearms Instructors are capable of qualifying with at least 90% on the pistol or revolver, two out of three attempts, day and night.

### Course Objectives

The student will be required to fire the pistol and/or the revolver qualification course, day and night, and qualify with at least a 90%, two out of three attempts, day and night.

### Methodologies

This course employs lecture, discussion, practical exercise and practice teaching.

### Special Concerns

Students should bring comfortable and practical clothing for training, including rain protection, a billed cap and eye and ear protection. The student should bring their duty pistol and/or revolver, 300 rounds of duty/ballistic equivalent ammunition each and duty holster and ancillary equipment. Also, if necessary, bring their duty shotgun and 100 rounds each of slug and buckshot.

### Course Coordinator

Chad Thompson

### Length of Course

One day (10 hours)

### DATES

September 15, Salemburg

November 17, Salemburg





# Instructor Development

## RADAR Instructor Recertification Course #3035

### Who Should Attend

RADAR instructors seeking recertification under NCAC 9B.0218.

### Course Goal

To maintain and enhance the skills necessary to instruct the **RADAR Operator** course.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in testing and operating specific RADAR instruments.
- Identify specific RADAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies and procedures affecting RADAR speed measurement and speed enforcement.
- Teach students in the performance of the objectives listed above.

### TEICP Accredited Course

### Methodologies

This course employs discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in motor-skills testing. Students must attain a minimum of 75% on a Commission-administered written final examination.

### Special Concerns

Students must bring a RADAR unit capable of dual antenna and same direction upon which to be road tested and a vehicle for use during testing.

### Course Coordinator

Dan Worley

### Length of Course

Three days (24 hours)

*See registration form  
on page 37.*

### DATES

September 8-10, Salemburg

October 6-8, Edneyville

November 17-19, Salemburg

## Rapid Deployment Instructor Training Course #2602

### Who Should Attend

Departmental/Agency instructors who have a background in conducting practical exercises in officer safety/survival training and/or SWAT tactics. Current General Instructor Certification and a valid CPR card are required. Copies of each must be submitted with application.

### Course Goal

The actual incidence and perceived fear of epic school and public venue violence is escalating across the country. North Carolina is not immune to this threat. This train-the-trainer course is designed to prepare agency instructors to deliver a program geared to patrol officers that will enable them to tactically and effectively stop the killing of innocent parties in an active shooter incident. The rapid deployment model being taught has direct application to other high-threat situations in public areas as well.

### Course Objectives

The student will be able to:

- Demonstrate the ability to effectively respond to an active shooter utilizing the proper safety techniques and tactical procedures presented during class.
- Using a pre-designed practical skills check-off sheet, demonstrate the ability to provide both positive and negative feedback concerning student performance and ability in the above listed techniques and procedures.
- Design, implement and evaluate safe rapid deployment exercise scenarios determining role players, functional facilities, ammunition, and weapons.
- Decipher the legal and philosophical issues concerning the rapid deployment model presented in class.
- Given the course materials, plan, coordinate, and successfully deliver the Rapid Deployment training course materials to BLEET and/or in-service training personnel.

### Methodologies

This course employs lecture, discussion, demonstration and practical exercises.

(CONTINUED ON NEXT PAGE.)

# Instructor Development



## Rapid Deployment Instructor Training Course #2602

### DATES

July 28-30, Edneyville  
September 15-17, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

(CONTINUED FROM PAGE 26.)

### Course Requirements

Attendance is required at all class sessions. Students must obtain a score of 80% on a written examination and successfully demonstrate proficiency during the practical exercise and feedback sessions. There is potentially one evening session for practical exercises in a public school building setting. Students must bring duty equipment which includes weapon, handcuffs, flashlight, ballistic vest, whistle, and clipboard. No live ammo will be introduced into the training environment.

### Course Coordinator

Floyd Yoder

### Length of Course

Three days (24 hours)



## Specialized Driver Instructor Prequalification Course #2726

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend Specialized Driver Instructor Training. The testing required within this course replaces the testing which, in the past, has been done on the first day of the Specialized Driver Instructor Training. Therefore, this course is an extension of Specialized Driver Instructor Training. In order to enroll in the prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend Specialized Driver Instructor Training.

### Course Goal

To ensure that instructors attending Specialized Driver Instructor Training are prequalified.

### Course Requirements

The student will be required to demonstrate proficiency in driving the seven Basic Law Enforcement Training (BLET) driving course exercises attaining a minimum

score of 85% on two out of three attempts on the Off-set Land Maneuver, Serpentine and Precision Exercises during daylight; 85% on two out of three attempts on the Precision Exercise during nighttime; 85% on two five-minute attempts on the Emergency Response and Pursuit Exercises, one daytime, one nighttime, a passing score on two out of three attempts on all phases of the Fixed Radius Curve and Evasive Action Exercises.

### Special Concerns

Day and night driving will be required. Comfortable and practical clothing for outside training (including rain-protective clothing) is needed. Short pants are not allowed. A law enforcement vehicle in good mechanical condition of the type that will be utilized in instructing the **Basic Law Enforcement Training (BLET)** driving course is also necessary. Vehicle must have a blue light and siren. Students should remove all "unsecured" equipment from their vehicle prior to course attendance.

**It is recommended that each student practice driving on the BLET driving courses prior to attending.** The Academy driving pad will be available for practice prior to the course start date, but there are restrictions that apply. Questions should be forwarded to the course coordinator.

(CONTINUED ON NEXT PAGE.)



# Instructor Development

## Specialized Driver Instructor Prequalification Course #2726

(CONTINUED FROM PAGE 27.)

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

**Course Coordinator**  
Dan Worley

**Length of Course**  
One day (0 hours)

### DATES

September 3, Salemburg  
September 4, Salemburg  
September 5, Salemburg



## Specialized Driver Instructor Training Course #3703

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who will instruct driving in **Basic Law Enforcement Training (BLET)**. Prior to entering the **Specialized Driver Instructor** course, each applicant shall:

- (1) have completed the criminal justice general instructor training course;
- (2) **present a written endorsement by either**
  - (A) a certified school director indicating the student will be utilized to instruct driving in **Basic Law Enforcement Training Courses**; or
  - (B) a department head, certified school director, or in-service training coordinator, indicating the student will be utilized to instruct driver training in the "Law Enforcement Officer's Annual In-Service Training Program"; and
- (3) possess a valid operator driver's license;
- (4) maintain a safe driving record where no more than four points have been assigned against the driving record within the past three years; a driving history must be submitted on the student to establish meeting this requirement - a DCI printout cannot be accepted.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the CJSD once they complete our Specialized course and apply for certification.

### Course Goal

To provide the knowledge and skills necessary to instruct driving in **Basic Law Enforcement Training (BLET)**.

### Course Objectives

The student will be able to:

- Conduct a before-operation inspection of a vehicle.
- Negotiate a motor vehicle through seven mandated BLET driving courses.
- Set-up, supervise and score students on the seven mandated BLET courses, which are: Serpentine, Fixed Radius Curve, Precision, Off-set Lane Maneuver, Evasive Action, Emergency Response and Pursuit.
- Identify major engine and automobile components.
- Recognize and identify common mechanical problems.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Attendance is required at all class sessions. Students must demonstrate the ability to construct the seven **Basic Law Enforcement Training (BLET)** driving

(CONTINUED ON NEXT PAGE.)

# Instructor Development



## Specialized Driver Instructor Training Course #3703

(CONTINUED FROM PAGE 28.)

course exercises using traffic cones and measuring tapes. Students must score 75% on the Commission-administered written final examination.

### Special Concerns

It is recommended that each student practice driving on the BLET driving courses prior to coming. There will be several night sessions. Comfortable and practical clothing for outside training (including rain-protective clothing) is needed. Short pants are not allowed. A law enforcement vehicle in good mechanical condition of the type that will be utilized in instructing the **Basic Law Enforcement Training (BLET)** driving course is also

TEICP Accredited Course

necessary. Vehicle must have a blue light and siren. Students should remove all "unsecured" equipment from their vehicle prior to course attendance.

### Course Coordinator

Dan Worley

### Length of Course

Eight days (89 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

## Specialized Firearms Instructor Prequalification Course #1528

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend **Specialized Firearms Instructor Training**. The testing required with this course replaces the testing which, in the past, has been done on the first day of the **Specialized Firearms Instructor Training** course. Therefore, this course is an extension of Specialized Firearms Instructor Training. In order to enroll in this prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend **Specialized Firearms Instructor Training**. Instructors must meet and submit both pages of the NCJA application with the proper signatures on **both** pages, and a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education and Training and Standards Division.

### Course Goal

To ensure that instructors attending **Specialized Firearms Instructor Training** are prequalified.

### Course Requirements

The student will be required to fire the handgun qualification course, day and night, and attempt to qualify with at least a score of 92% with their duty handgun, two out of three attempts.

### Special Concerns

Students should bring comfortable and practical clothing for outside training and bring rain protection. The student should also bring their duty handgun with duty holster and ancillary equipment and 300 rounds of duty/ballistic equivalent pistol ammunition. Also, bring eye and ear protection and a billed cap. **Nylon holsters (unless uniform duty holsters) and tactical holsters are unacceptable. Individuals employed by an agency with a Uniform Patrol Division MUST have a uniform belt and holster (i.e., Sam Brown belt, security holster, etc.) regardless of their current duty assignment. Duty weapons MUST be the department issued weapon. NO PERSONAL WEAPONS.**

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

### Course Coordinator

Chad Thompson

### Length of Course

One day (0 hours)

### DATES

August 25, Edneyville  
November 3, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Instructor Development

## Specialized Firearms Instructor Training Course #2032

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director/In-Service Training Coordinator and will be instructing firearms in **Basic Law Enforcement Training (BLET)** and instructors who are recommended by their agency head as instructing in-service firearms training and requalification as established by the NC Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission.

### Course Goal

To provide the knowledge and skills necessary to instruct firearms in **Basic Law Enforcement Training (BLET)** or to instruct in-service firearms training and requalification.

### Course Objectives

The student will be able to:

- Conduct firearms qualification on Commission-approved courses of fire.
- Design and administer combat shooting courses.
- Train officers in the nomenclature, fundamentals of shooting, maintenance and cleaning and inspection of the handgun, shotgun and rifle.
- Supervise a range with a maximum of efficiency and safety.
- Render initial first-aid for medical emergencies on the range.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Individuals must have successfully completed the **Instructor Training** course prior to entering **Specialized Firearms Instructor Training**. **This document must be submitted with the course application.** Attendance is required at all class sessions. Students must demonstrate the ability to operate a range safely and conduct the course of fire for all **Basic Law Enforcement Training (BLET)** approved courses of fire. Students must attain a minimum score of 75% on the Commission-administered written final examination.

### Special Concerns

Students should bring comfortable and practical clothing for outside training and rain protection. Duty handgun, duty shotgun, or rifle, duty type revolver with holster if available and uniform holster and belt with magazine carriers, etc., are required. **Nylon holsters (unless uniform duty holsters) and tactical holsters are unacceptable. Individuals employed by an agency with a Uniform Patrol Division MUST have a uniform belt and holster (i.e., Sam Brown belt, security holster, etc.) regardless of their current duty assignment. Duty weapons MUST be the department issued weapon. NO PERSONAL WEAPONS.**

Ammunition should include: 1500 rounds of duty/ballistic equivalent ammunition for the duty handgun, 50 slugs, 50 rounds .00 buckshot, 100 rounds birdshot, 200 rounds of 5.56 ammo regardless of whether you bring a shotgun or rifle. Other necessary equipment includes: duty flashlight, whistle, stopwatch, handgun cleaning equipment, ear protection, eye protection, billed hat or cap and clipboard. Students will be required to work on the range a minimum of three nights.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

### Course Coordinator

Chad Thompson

### Length of Course

Ten days (83 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Instructor Development



## Specialized Physical Fitness Instructor Prequalification Course #2727

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend ***Specialized Physical Fitness Instructor Training***. The testing required within this course replaces the testing which, in the past, has been done on the first day of the ***Specialized Physical Fitness Instructor Training*** course. Therefore, this course is an extension of ***Specialized Physical Fitness Instructor Training***. In order to enroll in this prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend ***Specialized Physical Fitness Instructor Training***. Instructors must meet and submit both pages of the NCJA application with the proper signatures on **both** pages, a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education Training and Standards Division, and a PT medical form dated within a year of the class date.

### Course Goal

To ensure that instructors attending ***Specialized Physical Fitness Instructor Training*** are prequalified.

### Course Requirements

The student will be required to complete the Police Officer Physical Abilities Test (POPAT) in 7:20 or less. Additionally, a physical assessment will be administered, and students must be able to meet 60th percentile overall for their age and gender.

### Special Concerns

Students must bring a calculator, athletic clothes, good running shoes, sweat suit, extra towels and their duty issued gun belt with all equipment.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

**Course Coordinator**  
John Combs

**Length of Course**  
One day (0 hours)

### DATES

September 11, Salemburg  
November 6, Salemburg







# Instructor Development

## Specialized Physical Fitness Instructor Training Course #2033

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director and will be instructing physical fitness in **Basic Law Enforcement Training (BLET)** and **Detention Officer Certification Course (DOCC)**. Individuals must have successfully completed the general **Instructor Training** course prior to entering the **Specialized Physical Fitness Instructor Training** course or qualify for a special exception from the NC Criminal Justice Education and Training Standards Division.

### Course Goal

To provide the knowledge and skills necessary to instruct physical fitness training in **Basic Law Enforcement Training (BLET)** and **Detention Officer Certification Course (DOCC)**.

### Course Objectives

The student will be able to:

- Administer fitness tests and assess cardiovascular abilities, body composition, muscular strength, muscular endurance and flexibility.
- Prepare exercise programs for **BLET**, **DOCC**, and in-service personnel.
- Advise students of a nutritional awareness program.
- Design and administer a physical fitness program that minimizes injury, maximizes performance and reduces training liability problems.

### Methodologies

This course employs lecture, discussion, practical exercises and workout sessions.

### Course Requirements

Attendance is required at all class sessions. Students must be able to complete a daily rigorous exercise schedule, demonstrate the ability to conduct fitness assessments and profiles, and design exercise programs to complete the course. Students must also score a 75% on the state exam.

### Special Concerns

Students must bring a calculator, athletic clothes, good running shoes, sweat suit, extra towels, and their duty issued gun belt with all equipment.

### According to NC Administrative Code 12 NCAC 09B .0233 SPECIALIZED PHYSICAL FITNESS

**INSTRUCTOR TRAINING:** Each applicant for specialized physical fitness training shall:

- (1) Qualify through one of the following three options:
  - (A) have completed the criminal justice general instructor training course; or
  - (B) hold a current and valid North Carolina Teacher's Certificate and hold a minimum of a baccalaureate degree in physical education and be actively teaching in physical education topics; or
  - (C) be presently instructing physical education topics in a community college, college or university and hold a minimum of a baccalaureate degree in physical education; and
- (2) present a written endorsement by a school director indicating the student will be utilized to instruct physical fitness in Basic Law Enforcement Training Courses; or present a written endorsement by a certified school director, or in-service training coordinator indicating the student will be utilized to instruct physical fitness for the "Law Enforcement Officers' In-Service Training Program"; and
- (3) present a letter from a physician stating fitness to participate in the course.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

**It is the applicant's responsibility to ensure that each of these items is on file with the NC Justice Academy. If any of the above required items is missing from the applicant's file, the applicant will **NOT** be enrolled in the course.**

### Course Coordinator

John Combs

### Length of Course

Nine days (60 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

# Instructor Development



## Specialized Subject Control/ Arrest Techniques Instructor Prequalification Course #2728

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend ***Specialized Subject Control/Arrest Techniques Instructor Training***. The testing required within this course replaces the testing which, in the past, has been done on the first day of the ***Specialized Subject Control/Arrest Techniques Instructor Training***. In order to enroll in the prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend ***Specialized Subject Control/Arrest Instructor Training***. Instructors must meet and submit both pages of the NCJA application with the proper signatures on **both** pages, a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education and Training and Standards Division, and a SCAT medical form dated within a year of the class date.

### Course Goal

To ensure that instructors attending ***Specialized Subject Control/Arrest Techniques Instructor Training*** are prequalified.

### Course Requirements

The student will be required to demonstrate proficiency in the techniques in the ***Basic Law Enforcement Training (BLET) Subject Control/Arrest Techniques*** and the ***Detention Officer Certification (DOCC) Subject Control Techniques*** lesson plans. Additionally, a physical assessment will be administered and students must be able to meet 60th percentile overall for their age and gender.

### Special Concerns

Comfortable and practical clothing, tennis or aerobic shoes and gym apparel for physical training are necessary. Students should also bring handcuffs and duty belt with standard attachment equipment to include expandable baton (NO WEAPONS, NO AEROSOL CHEMICAL SPRAYS). Physical training will be conducted at specified times and participation is mandatory.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

### Course Coordinator

John Combs

### Length of Course

One day (0 hours)

### DATES

September 10, Salemburg  
November 5, Salemburg





# Instructor Development

## Specialized Subject Control/Arrest Techniques Instructor Training Course #2142

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director and will be instructing Subject Control/Arrest Techniques in **Basic Law Enforcement Training (BLET)** and Subject Control Techniques in the **Detention Officer Certification Course (DOCC)**. Individuals must have successfully completed the general **Instructor Training** course.

### Course Goal

To provide the knowledge and skills necessary to instruct Subject Control/Arrest Techniques in **Basic Law Enforcement Training (BLET)** and Subject Control Techniques in **Detention Officer Certification (DOCC)**.

### Course Objectives

The student will be able to:

- Explain common injuries that may occur during subject control/arrest techniques training and the basic steps of first aid treatment for these injuries.
- Explain the importance of being physically fit and demonstrate the ability to maintain a regular exercise program.
- Explain the necessity of safety guidelines and demonstrate safety methods relative to subject control/arrest techniques instruction.
- Demonstrate the ability to successfully teach students the mandated subject control/arrest techniques curriculum and when these methods should be appropriately applied.
- Explain and demonstrate various equipment and methods which will enhance the student's realistic practical training.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Attendance is required at all class sessions. Students must demonstrate the ability to teach all techniques utilized in the **BLET Subject Control/Arrest Techniques** lesson plan.

Students must attain a minimum score of 75% on the Commission-administered written final exam, and they must successfully complete a practical skills evaluation of the subject control/arrest techniques methods.

### Special Concerns

Comfortable and practical clothing, tennis or aerobic shoes, and gym apparel for physical training are necessary. Students should also bring handcuffs and duty belt with standard attached equipment to include expandable baton (NO WEAPONS, NO AEROSOL CHEMICAL SPRAYS). Physical training will be conducted at specified times and participation is mandatory.

### According to NC Administrative Code 12 NCAC 09B .0232 SPECIALIZED SUBJECT CONTROL ARREST TECHNIQUES INSTRUCTOR TRAINING:

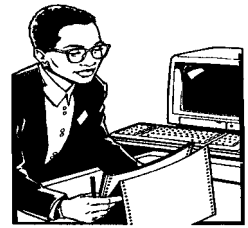
Each applicant for specialized subject control/arrest techniques instructor training shall:

- (1) have completed the criminal justice general instructor training course;
- (2) present a letter from a licensed physician stating the applicant's physical fitness to participate in the course;
- (3) present a written endorsement by a certified school director indicating the student will be utilized to instruct subject control arrest techniques in Basic Law Enforcement Training Courses; or

(CONTINUED ON NEXT PAGE.)



# Instructor Development



## Specialized Subject Control/Arrest Techniques Instructor Training Course #2142

(CONTINUED FROM PAGE 34.)

- 4) present a written endorsement by a department head, certified school director, or in-service training coordinator indicating the student will be utilized to instruct Subject Control Arrest Techniques for the "Law Enforcement Officers' In-Service Training Program."

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

*It is the applicant's responsibility to ensure that each of these items is on file with the NC Justice Academy. If any of the above required items is missing from the applicant's file, the applicant will NOT be enrolled in the course.*

**Course Coordinator**  
John Combs

**Length of Course**  
Ten days (80 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.





# Instructor Development

## Time-Distance Instructor Recertification Course #3061

**TEICP Accredited Course**

### Who Should Attend

Instructors seeking recertification under NCAC 9B.0219. Individuals must have successfully completed the ***RADAR Instructor Recertification*** course prior to entering ***Time-Distance Instructor Recertification***.

### Course Goal

To maintain and enhance the skills necessary to instruct the time-distance speed measurement instrument programs.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in calibrating and operating specific time-distance instruments.
- Identify specific time-distance instruments and techniques used by the trainee's agency and describe their major components, features, and functions.
- Identify laws, court rulings, regulations, policies, and procedures affecting time-distance speed measurement and speed enforcement.
- Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form.
- Demonstrate 100% competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form.
- Teach students in the performance of the objectives listed above.

### Methodologies

This course employs lecture and practical application.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in motor-skills testing. Students must attain a minimum of 75% on the written exam.

### Special Concerns

Students must bring a time-distance instrument and vehicle for use during testing and certification.

### Course Coordinator

Dan Worley

### Length of Course

Two days (12 hours)

### DATES

September 11-12, Salemburg

October 9-10, Edneyville

*See registration form  
on page 37.*



# RADAR/SMI COURSE APPLICATION

**To register for SALEMBURG location,  
complete and mail this application to:  
Registrar, North Carolina Justice Academy  
P.O. Box 99, Salemburg, N.C. 28385-0099  
or FAX it to 910-525-5235. Phone 910-525-4151**

**To register for EDNEYVILLE location,  
complete and mail this application to:  
Registrar, North Carolina Justice Academy  
P.O. Box 600, Edneyville, N.C. 28727-0600  
or FAX it to 828-685-7530. Phone: 828-685-3600**

**\*One application is required for each course. Check the training calendar for prerequisites or special requirements. PLEASE COMPLETE THE SUPPLEMENTAL INFORMATION ON THE BACK OF THIS FORM AS REQUIRED FOR EACH SPEED MEASURING INSTRUMENT TRAINING COURSE.**

Failure to provide the information requested may result in the inability of our registrar to provide you with a complete training transcript.

PLEASE PRINT CLEARLY OR TYPE

A. Name (No Nicknames) \_\_\_\_\_  
Last
First (No Initial)
Middle

B. SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

C. Agency \_\_\_\_\_ ☐ City/County ☐ State ☐ Federal

D. Employing Agency Mailing Address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Job Title \_\_\_\_\_

(Area Code) Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

E. \*Course Title \_\_\_\_\_

Course No. \_\_\_\_\_

1. Preferred Date \_\_\_\_\_ Location \_\_\_\_\_

2. Preferred Date \_\_\_\_\_ Location \_\_\_\_\_

F. Will you require a room for your on-campus stay? \_\_\_\_\_ Salemburg \_\_\_\_\_ Edneyville

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Male \_\_\_\_\_ Female

If a dorm room is unavailable at the Edneyville location, will you be willing to stay off campus at your own expense?

\_\_\_\_\_ Yes \_\_\_\_\_ No

G. I confirm that the above-named applicant is in a job classification to which the requested training applies, and their attendance will be scheduled.

\_\_\_\_\_  
Please Print Name and Title of Authorizing Official

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Official's E-mail Address

\_\_\_\_\_  
Signature of Authorizing Official

H. RETURN CORRESPONDENCE TO:

**NOTICE: Agencies will receive notification if their enrolled employee does not successfully complete a training course or event.**

Please Print Name \_\_\_\_\_

Address (if different from Employing Agency Address) \_\_\_\_\_

Rank/Title \_\_\_\_\_

Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

**PLEASE PROVIDE THE ADDITIONAL INFORMATION AS IT APPLIES  
TO YOUR APPLICATION**

**All applicants for each of the speed-measuring instrument instructor courses are required to provide the following items for course attendance:**

1. Proof of successful completion of a criminal justice general instructor training course.
2. Copy of current SMI Certification.

**All applicants for each of the speed-measuring instrument instructor courses shall meet the following requirements for course attendance:**

- I. Radar Instructor Training** - Possess criminal justice instructor certification and possess a current and valid Radar Operator certification.
- II. Radar Instructor Recertification** - Possess criminal justice instructor certification and have been certified as a Radar Instructor within the three years preceding the completion date of the recertification course.
- III. Time-Distance Instructor Training** - Possess criminal justice instructor certification, document successful completion of Radar Instructor Training and possess a current and valid Time-Distance Operator certification.
- IV. Time-Distance Instructor Recertification** - Possess criminal justice instructor certification and have been certified as a Time-Distance Instructor within the three years preceding the completion date of the recertification course.
- V. Lidar Instructor Training** - Possess criminal justice instructor certification, document successful completion of Radar Instructor Training and possess a current and valid Lidar Operator Certification.
- VI. Lidar Instructor Recertification** - Possess criminal justice instructor certification, document successful completion of Radar Instructor Recertification, and have been certified as a Lidar Instructor within the three years preceding the completion date of the recertification course.

**TO BE COMPLETED BY AGENCY HEAD/SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR**

I have reviewed the information above and find it to contain accurate data concerning this applicant. I have determined that the applicant should be nominated to attend either item I, II, III, IV, V, or VI; that he/she is a certified instructor and he/she will be utilized in a training assignment in this topic area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency or Institution

**All applicants for each of the speed-measuring instrument operator courses shall meet the following requirements for course attendance:**

- I. Radar, Lidar or Time-Distance Operator Training** - Be employed or appointed as a law enforcement officer by a state or local law enforcement agency or be a federal law enforcement officer, hold general or probationary law enforcement officer certification and have successfully completed a basic law enforcement training course. If the applicant is a deputy sheriff, he/she must be in total compliance with the standards established by the North Carolina Sheriffs' Education and Training Standards Commission. Lidar Operator Training applicants must possess a current and valid Radar Operator Certification.
- II. Radar Operator Recertification** - In addition to the requirements listed under Radar Operator Training, the applicant must have successfully completed a Commission-accredited Radar operator course.
- III. Time-Distance Operator Recertification** - In addition to the requirements listed under Time-Distance Operator Training (I above), the applicant must have successfully completed a Commission-accredited time-distance operator course.
- IV. Radar/Time-Distance Operator Recertification** - In addition to the requirements listed under Radar Operator Training (I above), the applicant must have successfully completed a Commission-accredited Radar/Time-Distance operator course.
- V. Supplemental SMI Training** - The applicant must possess a valid, Commission-accredited, speed-measuring instrument instructor and/or operator certification.
- VI. Lidar Operator Recertification** - In addition to the requirements listed under I above, the applicant must have successfully completed a Commission-accredited Lidar Operator course and be currently certified as a radar operator.

**TO BE COMPLETED BY AGENCY HEAD/SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR**

I have reviewed the information above and based on my review, I find that the applicant meets the listed requirements. I have determined that the applicant should be nominated to attend either item I, II, III, IV, V, or VI.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency or Institution

*The North Carolina Justice Academy recognizes and is in compliance with the provisions of the Americans with Disabilities Act. You may request a reasonable accommodation for a disability in order to attend training by calling the Registrar at (910) 525-4151.*

# Investigation



## Advanced Child Death Investigation Course #3341

### Who Should Attend

Personnel from law enforcement, prosecution, child protective services, social workers, therapists, and medical personnel who are involved in the investigation and prosecution of child fatalities should attend.

### Course Goal

To offer students the knowledge necessary to overcome obstacles in child fatality investigations such as complexity of medical evidence, comprehensive evidence collection, false histories given by caretakers, conflicting medical opinions, and the need for a second autopsy.

### Course Objectives

The students will be able to:

- Develop a complete understanding of medical terminology as it relates to a child's birth and pediatric records and the importance of this information to the child fatality team.
- Develop a checklist for a pediatric/forensic autopsy.
- Identify the need for a second autopsy and develop a checklist and protocol for the disinterment (exhumation) of a child's body when a second autopsy is needed.

### CICP Accredited Course

- Identify the investigative complexity of special needs victims.
- Identify a medical timeline and compare to caretaker's history.
- Understand the team approach to the most severe and complex cases.

### Methodologies

The student will review and understand investigative techniques in nationally recognized major cases.

### Course Requirements

Attendance is required at all class sessions. ***Child Death Investigation (Course #3340)*** is a prerequisite for attendance at the discretion of the course coordinator.

### Course Coordinator

Russell Strickland

### Course Instructor

Lisa Mayhew

### Length of Course

One day (8 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

### DATES

July 17, Raleigh  
September 11, Raleigh  
October 16, Edneyville

## Background Investigations Course #3952

### Who Should Attend

Those assigned and responsible to conduct pre-employment background investigations of new employees.

### Course Goal

To provide law enforcement professionals responsible for conducting background investigations the information needed to successfully perform the investigation.

### Course Objectives

At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with information received during the instructional period when conducting an applicant investigation:

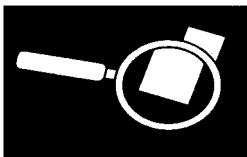
- Apply the job requirements as required by the NC Criminal Justice Education and Training Standards Commission or NC Sheriffs' Education and Training Standards Commission.
- Conduct background-related interviews utilizing questions which will elicit accurate information regarding persons applying for law enforcement positions.

### CICP Accredited Course

- In order to effectively hire qualified individuals into the law enforcement profession and to avoid violating employment related laws, recognize various laws and legal issues pertaining to employment background investigations.
- Utilize appropriate sources of information to verify or develop information regarding applicants.
- Discuss the psychological dimension relating to the background investigations, including a discussion of the battery of psychological testing given to applicants as well as red flags to be aware relating to applicant psychological suitability for a law enforcement position.
- Discuss the ramifications to an agency as a result of an improper background investigation or the withholding of information on an applicant to another agency.
- Demonstrate during a practical exercise the ability to collect accurate information and present the findings about a particular applicant.

(CONTINUED ON NEXT PAGE.)





# Investigation

## Background Investigations Course #3952

(CONTINUED FROM PAGE 39.)

### Methodologies

This course employs lecture, class discussion, an in-depth practical exercise (students will conduct an actual background investigation to be turned in at the end of the week).

### Course Requirements

- Students must complete an actual background investigation using the information provided in this training.

**CICP Accredited Course**

- Students will be expected to conduct extensive work after normal class hours in order to complete this assignment.
- Students must bring a pending background investigation file from a current applicant in order to complete this assignment.

### Course Coordinator

Tim Fuss

### Length of Course

Five days (40 hours)

### DATE

October 13-17, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Chemical Processing and Advanced Photography Course #1058

### Who Should Attend

Individuals assigned to Crime Scene Investigation Units, criminal investigators, and those new to investigations.

### Course Goal

To provide the crime scene technician with basic chemical processing techniques to better locate, collect, preserve and document evidence found at crime scenes, as well as, provide training in advanced photographic techniques to record the processed evidence for documentation, comparison and evidentiary purposes.

### Course Objectives

At the end of this block of instruction, the student will be able to:

- Identify the concepts of chemical development in fingerprint location and development.
- Establish evidentiary potential of hidden evidence at crime scenes.
- Locate and properly document hidden evidence utilizing chemical processing techniques.
- Demonstrate evidence documentation and collection procedures as it relates to chemical processing and photography.
- Demonstrate appropriate photographic techniques for recovery of luminescent fingerprint patterns found at crime scenes.

**CICP Accredited Course**

- Develop latent and biological evidence utilizing a variety of chemical techniques and varying media substance.

### Methodologies

This course employs lecture, conference, case examinations and an analytical exercise.

### Course Requirements

Attendance is required at all class sessions. A minimum score of 70% must be achieved on the written final exam.

### Special Concerns

This course employs the use of chemicals, and students are encouraged to bring any respiratory protective devices they currently use, as well as, any forensic light source that they and their agency currently employ. Students are requested to bring their department issued digital SLR format camera, tripod and off-camera flash for photography exercises. In addition, students are encouraged to bring a flashlight and alternate light/forensic light source that they currently employ.

### Course Coordinator

Michael S. Glenn

### Length of Course

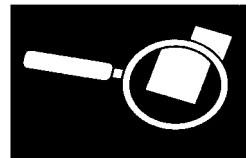
Five days (40 hours)

### DATE

November 3-7, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Investigation



## Child Death Investigation Course #3340

### Who Should Attend

Law enforcement officers, investigators, attorneys, medicolegal investigators, crime scene technicians, fire/rescue and emergency management personnel, and other agency personnel involved in the response to or investigation of child deaths.

### Course Goal

To provide the participants with the knowledge and skills necessary to effectively participate in and/or conduct a thorough child death investigation to include: causes of death, collaborative working relationships, and scene investigations.

### Course Objectives

The student will be able to:

- Classify the different causes of death for children and identify the extent of investigation warranted for each.

- Identify and interpret injuries in child abuse homicides.
- Identify agencies involved in investigating child deaths and their respective roles.
- Explain the process for conducting a complete scene investigation for a child death.

### Methodologies

This course employs lectures, case examinations, and practical exercises.

### Course Requirement

Attendance is required at all class sessions.

### Course Coordinator

Russell Strickland

### Course Instructor

Lisa Mayhew

### Length of Course

Two days (16 hours)

### CICP Accredited Course

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

### DATES

July 15-16, Raleigh  
August 12-13, Salemburg  
September 9-10, Raleigh  
October 14-15, Edneyville

## Crime Scene Investigation Course #3992

### Who Should Attend

Patrol officers, investigators and other persons responsible for crime scene processing, evidence collection and evidence submission.

### Course Goal

To provide the knowledge and skills necessary to process crime scenes for physical evidence. This will include the basic procedures necessary for the protection of the crime scene, location of physical evidence, collection of the evidence and submission of the evidence to the crime laboratory.

### Course Objectives

The student will be able to:

- Secure and protect the crime scene.
- Document a crime scene through sketching and photography.
- Collect, package and transmit various types of physical evidence to the crime laboratory.

### Methodologies

This course employs lecture/discussion and extensive practical exercises.

### Course Requirements

Attendance of 100% is required at all class sessions.

Students are required to participate in all practical exercises. A minimum score of 75% must be achieved on the written final exam.

### Special Concerns

Bring comfortable clothing for both inside and outside activities. Class will begin at 8:00 a.m. unless otherwise directed by the instructor. Students are requested to bring their department issued digital SLR format camera, tripod and off-camera flash for photography exercises. In addition, students are encouraged to bring a flashlight and alternate light/forensic light source that they currently employ.

### Course Coordinator

Michael S. Glenn

### Length of Course

Ten days (80 hours)

### DATES

August 4-15, Salemburg  
September 8-19, Salemburg  
October 6-17, Salemburg  
December 1-12, Salemburg

### CICP Accredited Course

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



## Investigation

### Criminal Intelligence and Analysis Course #3039

#### Who Should Attend

Law enforcement officers, investigators, supervisors and managers.

#### Course Goal

To develop use of criminal intelligence systems and analysis in local law enforcement agencies, to make local law enforcement agencies aware of latest sources of criminal intelligence data, and to provide local law enforcement with additional tools to solve crimes in their jurisdictions.

#### Course Objectives

The student will be able to:

- Define information, crime analysis, and criminal intelligence.
- Recall history of criminal intelligence efforts and identify related models of developing criminal intelligence and analysis.
- Identify data sources for collecting crime information.
- Identify data collection problems and determine the best practices for correcting these problems.

- Analyze data to develop actionable criminal intelligence.
- Produce presentations of analysis of criminal intelligence.

#### Methodologies

This course employs lecture, discussion and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. A minimum score of 70% must be achieved on the written final exam.

#### Special Concerns

Students must have a working knowledge of Microsoft Word and Excel.

#### Course Coordinator

Charles Rambeau, Jr.

#### Length of Course

Three days (24 hours)

#### DATES

September 3-5, Edneyville  
October 7-9, Salemburg

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

### Documenting Child Maltreatment: Introduction to Infrared & Ultraviolet Photography Course #3180

#### Who Should Attend

Law enforcement officers and investigators who are responsible for investigating and photographing child trauma.

#### Course Goal

To enhance the ability of investigators to document trauma sometimes observed on the bodies of maltreated children. Students will learn to capture images with the more sensitive infrared and ultraviolet photography equipment provided by the Academy.

#### Course Objectives

The student will be able to:

- Explain why infrared and ultraviolet photography may benefit medical personnel, investigators and the "trier of the fact" examining child abuse.

- Explain the factors which allow a photograph to be admitted as evidence in a legal proceeding.
- Identify the legal standing required for investigators to photograph someone under the age of 18.
- List the proper ways to document images captured with photographic equipment.
- Capture properly composed, focused and exposed images with the Fuji IS Pro Digital Single Lens Reflex Camera using infrared and ultraviolet techniques.
- Preserve and develop a portfolio of images for future reference containing normal, ultraviolet and infrared images.

#### Methodologies

This course employs lecture, discussion and practical exercises.

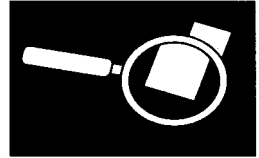
#### Course Requirements

Attendance is required at all class sessions. In order to satisfactorily complete this course, the student must demonstrate proper photographic technique by

**CICP Accredited Course**

(CONTINUED ON NEXT PAGE.)

# Investigation



## Documenting Child Maltreatment: Introduction to Infrared & Ultraviolet Photography Course #3180

(CONTINUED FROM PAGE 42.)

assembling a portfolio containing ultraviolet and infrared images using the equipment provided by the Academy.

Students must complete a written examination achieving a minimum score of 70%.

**Course Coordinator**  
Ross Robinson

**Course Instructor**  
Stan Moss

**Length of Course**  
Three days (24 hours)

### DATES

August 18-20, Edneyville  
October 13-15, Edneyville  
December 16-18, Edneyville

**CICP Accredited Course**



## Domestic Violence Investigations Course #3632

**NEW!**

### Who Should Attend

Patrol officers, investigators and other persons responsible for responding to victims of domestic violence.

### Course Goal

This course will provide a comprehensive understanding and skills necessary to successfully investigate crimes involving domestic violence. This course will also provide law enforcement with a better understanding of the dynamics of domestic violence including tools to combat lack of victim cooperation and recantation. In addition, officers will be provided with methods and strategies to build stronger case files.

### Course Objectives

At the conclusion of this training, the student will be able to:

- Discuss reasons why victims of domestic violence recant or refuse to cooperate.
- Propose criteria to be included in a lethality assessment.
- Illustrate how to determine who the predominant aggressor is in a scenario.

**CICP Accredited Course**

- Compare and contrast types of injuries to determine if the injuries are defensive or offensive in nature.
- Recognize the symptoms of strangulation.
- Identify stalking behaviors.

### Methodologies

This course employs the lecture/discussion method.

### Course Requirements

Attendance of 100% is required at all class sessions.

### Special Concerns

Class will begin at 8:00 a.m. unless otherwise directed by the instructor.

**Course Coordinator**  
Catherine Johnson

**Length of Course**  
Five days (40 hours)

### DATES

July 7-11, Edneyville  
July 28-August 1, Edneyville  
August 18-22, Salemburg  
October 20-24, Edneyville  
December 1-5, Edneyville



## Investigation

### Drug Enforcement for Patrol Officers (DEPO) Course #3921

#### Who Should Attend

Law enforcement officers with patrol or traffic enforcement responsibilities.

#### Course Goal

To heighten the awareness of the officer who encounters individuals during the course of patrol activities, detect drug violations and identify suspected controlled substances.

#### Course Objectives

The student will be able to:

- Describe and classify drugs based on NC General Statutes and on physiological effects.
- Given a suspected controlled substance and reference manuals, demonstrate the process used to identify the substance.

#### TEICP Accredited Course

- Given a list of controlled substances, list the items of paraphernalia you may find associated with that substance.
- Conduct a thorough and safe search of a vehicle.

#### Methodologies

This course employs lecture, demonstration, discussion and practical exercise.

#### Course Requirements

Attendance is required at all class sessions. A minimum score of 80% must be achieved on the written final exam.

#### Course Coordinator

Terry D. Miller

#### Length of Course

Three days (24 hours)

#### DATES

July 15-17, Salemburg  
August 25-27, Salemburg  
September 16-18, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### Drug Facilitated Sexual Assault Course #3630

#### Who Should Attend

Patrol officers, investigators and other persons responsible for responding to victims of sexual assault.

#### Course Goal

To provide law enforcement officers with the knowledge and tools to successfully complete a sexual assault investigation believed to be facilitated by drugs and/or alcohol.

#### Course Objectives

At the conclusion of this training, the student will be able to:

- Identify the most common drugs used to facilitate sexual assault.
- Recognize the most common symptoms of a person under the influence of drugs and/or alcohol.
- Compare the common side effects of drugs used to facilitate sexual assault to the common side effects of alcohol.

#### CICP Accredited Course

#### Methodologies

This course employs the lecture/discussion method.

#### Course Requirements

Attendance of 100% is required at all class sessions.

#### Special Concerns

Class will begin at 8:00 a.m. unless otherwise directed by the instructor.

#### Course Coordinator

Catherine Johnson

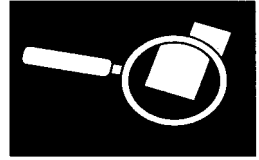
#### Length of Course

One day (8 hours)

#### DATES

July 21, Edneyville  
August 11, Salemburg  
December 15, Edneyville

# Investigation



## Fundamentals of the Investigative Process Course #3115

### Who Should Attend

New investigators or patrol officers who must conduct the follow-up investigation.

### Course Goal

To assist the new investigator with duty adjustments, requirements and responsibilities. Additionally, the participant prepares a personal training program based upon their particular individual and department needs.

### Course Objectives

The student will be able to:

- Demonstrate the procedures necessary to investigate various crimes as discussed during the course.
- Explain the importance of the preliminary and follow-up investigative procedures.
- Discuss the collection and preservation of evidence at a crime scene.
- Explain the value of physical evidence and the relationship of the crime lab to the investigation.

**CICP Accredited Course**

### Methodologies

This course employs lecture, conference and evening reading assignments.

### Course Requirement

Attendance is required at all sessions.

### Course Coordinator

Russell Strickland

### Length of Course

Two days (16 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

### DATES

July 7-8, Salemburg  
July 21-22, Salemburg  
August 25-26, Salemburg  
September 22-23, Salemburg  
November 17-18, Edneyville  
December 8-9, Salemburg

## Identification of Fraudulent Documents Course #3627

### Who Should Attend

Law enforcement personnel, investigators and especially patrol officers, who may encounter or contact legal and illegal resident aliens during the course of their duty shift.

### Course Goal

The course goal is to introduce law enforcement officers to the skills necessary to detect the characteristics of a fraudulent or altered government-issued document.

### Course Objectives

The student will be able to:

- Describe the general security features appearing on most government issued documents.
- Describe the common types and forms of immigration documents utilized by terrorist groups.
- Identify a counterfeit or altered NC Department of Motor Vehicles issued document.
- Apply basic fraud detection techniques in regard to past and current immigration documents.

**CICP Accredited Course**

### Methodologies

This course employs lecture, demonstration, and practical exercises.

### Course Requirements

Students will be asked to bring a magnifying glass. Also, students are asked to bring a current U.S. passport and military ID if they possess one.

### Course Coordinator

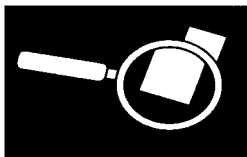
Doug Robinson

### Length of Course

One day (8 hours)

### DATES

July 9, Edneyville  
August 18, Edneyville  
October 8, Edneyville  
November 10, Salemburg  
December 3, Edneyville



# Investigation

## Interview and Interrogation Course #3010

**CICP Accredited Course**

### Who Should Attend

Personnel presently assigned to the investigative function of the agency.

### Course Goal

To provide the technical skills necessary for effective interviewing and interrogating.

### Course Objectives

The student will be able to:

- Conduct an interview of a victim or witness of a crime.
- Develop an interrogation plan.
- Conduct an interrogation of a suspect of a crime.

### Methodologies

Lecture, demonstration and practical exercises are employed.

### Course Requirements

Attendance is required at all class sessions. The participant must pass a written examination with a minimum score of 70%. The course focus is on the technical aspects of interviewing and interrogating. Legal issues are not part of this course. The participant should seek other foundation in the legal aspects of interviewing and interrogating.

### Special Concerns

Outside reading assignments are required.

### Course Coordinator

Scott Hartley

### Length of Course

Five days (40 hours)

### DATES

July 14-18, Edneyville

July 28-August 1, Edneyville

September 8-12, Salemburg

## Introduction to Financial Crimes Course #3152

**CICP Accredited Course**

### Who Should Attend

Investigators and other law enforcement officers who conduct investigations related to financial impropriety.

### Course Goal

To provide students with the basic knowledge and ability to identify and utilize the tools necessary to detect financial impropriety.

### Course Objectives

Students will be able to:

- Correctly identify the relevant North Carolina Criminal Statutes as they pertain to financial crime investigations.
- Identify current practices being utilized by terrorist organizations to illegally fund operations at the local level.
- Identify current characteristics, profile indicators and organizational warning signs involving embezzlement, larceny, forgery, and the obtaining of property by false pretense.
- List the five sections of the standard financial report and discuss the warnings signs of possible improper/illegal activity.

- Define the seven fundamental tricks used to mislead auditors through the use of questionable financial practices and the warning signs used to detect those tricks.
- Correctly identify the best practices for seizing electronic evidence.

### Methodologies

This course utilizes lecture, demonstration, case studies and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Students will be required to complete the practical exercises and academic assignments given throughout the course. Outside reading assignments are required.

### Course Coordinator

Doug Robinson

### Length of Course

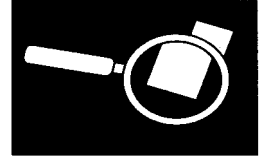
Three days (24 hours)

### DATES

September 8-10, Edneyville

November 3-5, Salemburg

# Investigation



## Open Water Diver Course Course #3331

### Who Should Attend

Public safety officers tasked with responding to and investigating crimes and incidents occurring on waterways and underwater.

### Course Goal

To provide officers the basic knowledge and skills necessary to attain certification as an Open Water Diver conforming to the standards established by a nationally recognized certification agency.

### Course Objectives

The student will be able to:

- Effectively and safely use decompression tables for diving.
- Demonstrate a proficiency in the use of underwater diving equipment.
- Identify and apply the theories of decompression and non-decompressing diving in practical exercises.
- List and explain safety measures to be used at crimes occurring on or underwater.
- Demonstrate a knowledge and proficiency in theories and practices of safe and self-reliant diving.

### Methodologies

This course will employ lecture, conference and practical exercises.

### Special Concerns

Students will be expected to pass a swimming assessment. In addition, students must be able to successfully complete all written, practical exercises and instructor evaluations.

Orientation will be held at approximately 1:00 pm on Sunday. This is the entry level course in which the basics of scuba diving, as applied by public safety officers, will be taught in an intensive and comprehensive six (6) day class to include classroom, confined water and open water sessions.

Students will be required to provide basic scuba equipment for the completion of this course to include: appropriate swim wear (excluding two-piece bathing suits for women), towels, mask, snorkel, fins, environmental protection system (wetsuit and booties), buoyancy controlled device, air delivery system to include: first stage, primary and redundant second stages, complete

set of diving gauges, including: submersible pressure gauge and depth gauge, dive computer (if available), compressed air cylinders, scuba diving weight equaling a minimum of 5% of the diver's body weight, and dive log. Students who do not have the necessary equipment can make arrangements to rent the equipment prior to the class beginning, independent from the Academy. Students can obtain equipment from any outside source.

### Course Coordinators

Tanya Chapman  
Michael S. Glenn

### Length of Course

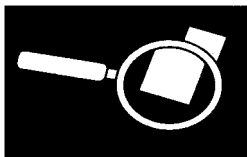
Six days (44 hours)

### DATE

July 6-11, Edneyville







# Investigation

## Property and Evidence Room Management Course #3811

### Who Should Attend

Law enforcement officers and civilians charged with the responsibility of operation, supervision or management of property and evidence rooms.

### Course Goal

To provide the student with a comprehensive overview of the legal and practical aspects of the handling, storage, maintenance and disposal of law enforcement held property and evidence.

### Course Objectives

The student will be able to:

- Identify the critical areas of property and evidence room liability.
- Select appropriate procedures and safeguards to minimize liability.
- Describe and apply the practical and legal requirements of property and evidence room management.
- Access systems and tools designed to improve efficiency in property and evidence rooms.
- Identify physical security issues for property and evidence rooms.
- Draft Policies and Procedures relating to evidence room function.

**CICP Accredited Course**

- Gain an understanding of computerization of property and evidence room management, narcotics destruction procedures and audit procedures.

### Methodologies

This course employs lecture and a vendor display.

### Course Coordinator

Gayle Kemp

### Length of Course

Two days (16 hours)

### DATES

July 22-23, Salemburg  
August 18-19, Edneyville  
October 28-29, Salemburg  
November 6-7, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



## Recognizing Insurance Fraud Course #3181

### Who Should Attend

Investigators and patrol officers who conduct investigations related to financial impropriety that includes insurance fraud.

### Course Goal

To provide law enforcement personnel with the skills and knowledge to recognize and identify fraudulent schemes in staged accidents and other fraudulent insurance claims. In addition, the course will provide information as to what industry resources are available to law enforcement to assist in such an investigation.

**CICP Accredited Course**

### Course Objectives

The student will be able to:

- Identify fraudulent schemes and recognize indicators of stage accidents.
- Identify how insurance fraud is a crime and what laws are applicable.
- Understand the difference between a 1st party claim and a 3rd part claim and its relevance to the investigative process.
- Identify other types of insurance fraud schemes to include but not limited to workers compensation, product liability and medical fraud.
- Identify the resources available to the investigator in North Carolina both in state and nationally.
- Explain the value and importance of an Examination Under Oath (EUO) to the criminal investigation.

**(CONTINUED ON NEXT PAGE.)**

# Investigation



## Recognizing Insurance Fraud Course #3181

(CONTINUED FROM PAGE 48.)

### Methodologies

This course utilizes lecture, evening reading assignments, and practical exercises.

### Course Requirements

Attendance is required at all sessions.

### Course Coordinator

Doug Robinson

### Course Instructors

Nancy Johnson, Special Investigator; Kemper  
Fred Stadler, Senior Special Agent; National Insurance  
Crime Bureau  
Jim Wood, Legal Counsel; North Carolina Insurance Crime  
Information Exchange  
Chet Effler, Western District Supervisor; North Carolina  
Department of Insurance

### Length of Course

Two days (16 hours)

### DATE

September 30-October 1, Edneyville

## Sex Crimes Investigations Course #2103

**CICP Accredited Course**

- Develop appropriate skills and strategies for preparing and testifying in a criminal trial.

### Who Should Attend

Patrol officers, investigators and other persons responsible for responding to victims of sexual assault.

### Course Goal

This course will provide a comprehensive understanding and skills necessary to successfully investigate crimes involving sexual assault. This course will also provide law enforcement with a better understanding of the perpetrator and his/her motivation as well as advanced skills in the management of high profile and multiple victim investigations.

### Course Objectives

At the conclusion of this training, the student will be able to:

- Explain the effects of sexual assault on the victim during and immediately following the assault.
- Examine the neurobiological effects of trauma to the brain and memory.
- Recognize how to identify victims of domestic sexual exploitation.
- List common drugs used to facilitate sexual assault.
- Collect the necessary information to be documented in a sexual assault report.
- Review the different types of sexual paraphilias.
- Recognize the various types of crime scenes and evidence found in a sexual assault investigation.
- Compare and contrast the basic profile types of sexual predators.

### Methodologies

This course employs the lecture/discussion method.

### Course Requirements

Attendance of 100% is required at all class sessions.

### Special Concerns

Class will begin at 8:00 a.m. unless otherwise directed by the instructor.

### Course Coordinator

Catherine Johnson

### Length of Course

Five days (40 hours)

### DATES

July 14-18, Edneyville  
August 4-8, Salemburg  
August 25-29, Edneyville  
September 8-12, Edneyville  
November 3-7, Edneyville  
December 8-12, Edneyville



## Investigation

### Sovereign Citizens Course #3194

**NEW!**

**CICP Accredited Course**

#### Who Should Attend

All law enforcement officers, investigators and related personnel who may prevent or respond to a domestic terrorist act.

#### Course Goal

To provide the student a thorough understanding of sovereign theories and the underlying histories. Students will also be aware of common language, symbols, and groups associated with sovereign citizens.

#### Course Objectives

At the end of this course, the student will be able to:

- Define the term "sovereign citizen";
- List two areas of common ground present between sovereign citizens and the class;
- List the history of the sovereign citizen movement and the two general categories of sovereign citizen groups;
- Define and list the four philosophies common to the sovereign groups who believe the United States to be a corporation and their interpretation of the 14th Amendment;
- List symbols, writings and general characteristics used by sovereign citizens both in their verbal tactics and their writings;

- Define the gold standard and mission of the US Federal Reserve;
- List the six most active sovereign citizen groups in North Carolina and incidents of violence involving sovereign citizens which have occurred since 2010;
- Define paper terrorism and give examples of each;
- List the steps of the redemption process; and,
- Describe the sovereign and mainstream view of House Joint Resolution 192.

#### Methodologies

This course will employ lecture, discussion and analysis. The course will have extensive use of video clips, videos and PowerPoint slides.

#### Special Concerns

You must register for the class by completing an application form and sending it to the campus you wish to attend.

#### Course Coordinator

Doug Robinson

#### Length of Course

One day (8 hours)

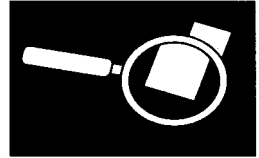
#### DATES

July 9, Edneyville

November 17, Salemburg



# Investigation



## Suicide Investigation Course #3117

**CICP Accredited Course**

### Who Should Attend

Investigators and crime scene technicians.

### Course Goal

To assist the student by identifying the investigative techniques required to determine if a decedent took his own life.

### Course Objectives

Given a suicide scenario, the student will be able to:

- Identify causes for family denial.
- Determine if it was physically possible for the decedent to commit suicide.
- Develop and detail all indications of intent on the part of the decedent.
- Develop motive.
- Identify the most common methods of suicide.

### Methodologies

This course employs lecture, case examinations and practical exercises.

### Course Requirement

Students must attend all portions of the course and pass a final exam with a minimum score of 70%.

**Special Note:** Students may bring cases for group examination and exercises; however, please inform the coordinator prior to the class start date so time can be allotted accordingly.

### Course Coordinator

Russell Strickland

### Length of Course

Two days (16 hours)

### DATES

July 9-10, Salemburg  
July 23-24, Salemburg  
August 27-28, Salemburg  
September 24-25, Salemburg  
November 19-20, Edneyville  
December 10-11, Salemburg

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



Course	Title	Date	Location
3331	Open Water Diver Course	July 6-11	Edneyville
2361	In-Service 2014: Officer Safety: Responding to Crimes Off-Duty	July 7	Edneyville
** 3327	Criminal Sexual Paraphilias	July 20	Edneyville
3088	Basic Anti-Terrorism Awareness	July 7-8	Edneyville
* 3115	Fundamentals of the Investigative Process	July 7-8	Salemburg
* 7597	Detention Field Training Officer	July 7-11	Salemburg
3632	Domestic Violence Investigations	July 7-11	Edneyville
* 2152	Instructor Training Orientation (Web-based)	July 7-Aug. 1	Edneyville
* 3243	School Resource Officer Ethics (Web-based)	July 7-Aug. 15	Salemburg
2360	In-Service Officer Safety: The First Five Minutes 2014	July 7	Edneyville
2363	In-Service Law Enforcement Intelligence Update 2014	July 8	Edneyville
2232	Telecommunicator Supervisor Training	July 8-10	Salemburg
3627	Identification of Fraudulent Documents	July 9	Edneyville
3194	Sovereign Citizens	July 9	Edneyville
* 3117	Suicide Investigation	July 9-10	Salemburg
* 1174	Community Oriented Policing	July 14-16	Edneyville
* 2725	Essential Skills for New Supervisors	July 14-18	Salemburg
* 2416	Field Training Officer	July 14-18	Salemburg
3010	Interview and Interrogation	July 14-18	Edneyville
* 3143	Leadership Development for Law Enforcement Managers	July 14-18	Salemburg
** 5675	NC Assoc. of School Resource Officer's Conference	July 14-18	Concord
2103	Sex Crimes Investigation	July 14-18	Edneyville
* 3340	Child Death Investigation	July 15-16	Raleigh
* 3921	Drug Enforcement for Patrol Officers	July 15-17	Salemburg
** 2078	Laws Governing Concealed Handgun	July 16	Salemburg
* 3341	Advanced Child Death Investigation	July 17	Raleigh
2222	Telecommunicator Certification Course	July 20-25	Salemburg
3630	Drug Facilitated Sexual Assault	July 21	Edneyville
* 3115	Fundamentals of the Investigative Process	July 21-22	Salemburg
* 3099	Introduction to Traffic Crash Investigation	July 21-25	Edneyville
* 3016	Officer Safety/Readiness Training	July 21-25	Salemburg
* 3811	Property and Evidence Room Management	July 22-23	Salemburg
* 3117	Suicide Investigation	July 23-24	Salemburg
* 2730	Verbal Judo: Tactical Communication for the CJ Professional	July 23-25	Edneyville
2621	Juvenile Legal Issues for Law Enforcement	July 24	Salemburg
3190	DARE Instructor Training	July 27-Aug. 8	Salemburg
* 2602	Rapid Deployment Instructor Training	July 28-30	Edneyville
* 5323	Advanced SRO: School Searches	July 28-31	Salemburg
3632	Domestic Violence Investigations	July 28-Aug. 1	Edneyville
3010	Interview and Interrogation	July 28-Aug. 1	Edneyville
* 7000	Detention Officer Certification	July 28-Aug. 27	Edneyville
** 3372	Threat Assessment and the School Rampage Shooter	Aug. 4	Edneyville
3151	Terrorism Update	Aug. 4-5	Edneyville
* 5669	Search Warrant Writing Class	Aug. 4-6	Salemburg
* 3143	Leadership Development for Law Enforcement Managers	Aug. 4-8	Edneyville
* 5673	School Resource Officer Training	Aug. 4-8	Salemburg
2103	Sex Crimes Investigation	Aug. 4-8	Salemburg
2238	Handling Suicide Callers	Aug. 7	Salemburg
3630	Drug Facilitated Sexual Assault	Aug. 11	Salemburg
* 5229	Warrantless Searches	Aug. 11-12	Salemburg
* 3976	At-Scene Traffic Crash Investigation	Aug. 11-15	Edneyville
* 2416	Field Training Officer	Aug. 11-15	Edneyville
* 2207	First Line Supervision	Aug. 11-15	Salemburg
2041	SWAT Operator	Aug. 11-15	Edneyville
3209	Aggressive Driving Enforcement (Web-based)	Aug. 11-Sept. 8	Salemburg
* 3340	Child Death Investigation	Aug. 12-13	Salemburg
3627	Identification of Fraudulent Documents	Aug. 18	Edneyville
* 3811	Property and Evidence Room Management	Aug. 18-19	Edneyville
3180	Documenting Child Maltreatment: Intro to Infrared & Ultraviolet Photography	Aug. 18-20	Edneyville
3632	Domestic Violence Investigations	Aug. 18-22	Salemburg
* 3992	Crime Scene Investigation	Aug. 18-29	Salemburg
2357	In-Service Telecommunicator Customer Service & the 911 Professional 2014	Aug. 19	Edneyville
2356	In-Service Telecommunicator Hitting the Wall: Avoiding Complacency 2014	Aug. 19	Edneyville
3088	Basic Anti-Terrorism Awareness	Aug. 19-20	Edneyville
2355	In-Service Telecommunicator Active Shooter Overview 2014	Aug. 20	Edneyville

Course	Title	Date	Location
2359	In-Service Telecommunicator Law Enforcement Intelligence Update 2014	Aug. 20	Edneyville
2358	In-Service Telecommunicator Terrorism Awareness 2014	Aug. 20	Edneyville
2621	Juvenile Legal Issues for Law Enforcement	Aug. 21	Edneyville
** 2078	Laws Governing Concealed Handgun	Aug. 25	Edneyville
* 1528	Specialized Firearms Instructor Prequalification	Aug. 25	Edneyville
* 3115	Fundamentals of the Investigative Process	Aug. 25-26	Salemburg
* 3921	Drug Enforcement for Patrol Officers	Aug. 25-27	Salemburg
* 2462	Field Training Officer Supervisor	Aug. 25-27	Edneyville
2103	Sex Crimes Investigation	Aug. 25-29	Edneyville
* 7807	SWAT Operator II	Aug. 25-29	Salemburg
* 3243	School Resource Officer Ethics (Web-based)	Aug. 25-Oct. 3	Salemburg
* 1174	Community Oriented Policing	Aug. 26-28	Salemburg
* 2236	Developing Speaking Skills	Aug. 26-28	Salemburg
7584	Firearms for Female Officers	Aug. 26-28	Edneyville
* 3117	Suicide Investigation	Aug. 27-28	Salemburg
* 3265	Advanced SRO - Leadership Roles (Web-blended)	Sept. 1-25	Salemburg
* 3262	Budgeting for Police Managers (Web-based)	Sept. 1-Oct. 19	Edneyville
* 2618	Explosives and Hazardous Materials Specialized Instructor Training	Sept. 2-12	Edneyville
2726	Specialized Driver Instructor Prequalification	Sept. 3	Salemburg
* 3039	Criminal Intelligence and Analysis	Sept. 3-5	Edneyville
5705	K-9 Legal Issues	Sept. 4	Edneyville
2726	Specialized Driver Instructor Prequalification	Sept. 4	Salemburg
2726	Specialized Driver Instructor Prequalification	Sept. 5	Salemburg
** 3122	Criminal Sexuality	Sept. 8	Edneyville
* 2418	Advanced Field Training Officer	Sept. 8-10	Salemburg
3152	Introduction to Financial Crimes	Sept. 8-10	Edneyville
* 2483	New Sergeants' Course	Sept. 8-10	Edneyville
* 5326	Police Law Institute Refresher	Sept. 8-10	Salemburg
3035	RADAR Instructor Recertification	Sept. 8-10	Salemburg
3010	Interview and Interrogation	Sept. 8-12	Salemburg
7623	Private Protective Services Firearms Instructor	Sept. 8-12	Salemburg
2103	Sex Crimes Investigation	Sept. 8-12	Edneyville
* 7807	SWAT Operator II	Sept. 8-12	Edneyville
* 3992	Crime Scene Investigation	Sept. 8-19	Salemburg
* 3340	Child Death Investigation	Sept. 9-10	Raleigh
2728	Specialized Subject Control/Arrest Techniques Instructor Prequalification	Sept. 10	Salemburg
* 3341	Advanced Child Death Investigation	Sept. 11	Raleigh
2727	Specialized Physical Fitness Instructor Prequalification	Sept. 11	Salemburg
3061	Time-Distance Instructor Recertification	Sept. 11-12	Salemburg
3144	LIDAR Instructor Recertification	Sept. 12	Salemburg
* 2031	General Instructor Training	Sept. 14-26	Edneyville
7620	Private Protective Services Firearms Instructor Recertification	Sept. 15	Salemburg
* 5324	Interrogation Rights	Sept. 15-16	Salemburg
* 2462	Field Training Officer Supervisor	Sept. 15-17	Salemburg
* 2602	Rapid Deployment Instructor Training	Sept. 15-17	Salemburg
* 2207	First Line Supervision	Sept. 15-19	Salemburg
* 1182	New Chiefs Executive Development	Sept. 15-Oct. 23	Edneyville
* 3921	Drug Enforcement for Patrol Officers	Sept. 16-18	Edneyville
* 2730	Verbal Judo: Tactical Communication for the CJ Professional	Sept. 17-19	Edneyville
** 1548	Singleton International MP5 & M4/AR15 Instructor Course	Sept. 21-26	Salemburg
2222	Telecommunicator Certification Course	Sept. 21-26	Salemburg
* 3115	Fundamentals of the Investigative Process	Sept. 22-23	Salemburg
* 3977	Advanced Traffic Crash Investigation	Sept. 22-Oct. 3	Edneyville
3226	RADAR Operator Refresher (Web-based)	Sept. 22-Oct. 20	Salemburg
* 3218	Advanced Traffic Crash Investigation - Math Refresher (Web-based)	Sept. 22-Nov. 22	Edneyville
** 2078	Laws Governing Concealed Handgun	Sept. 24	Salemburg
* 3117	Suicide Investigation	Sept. 24-25	Salemburg
** 3401	Investigating the Sexual Victimization of Children	Sept. 29	Edneyville
* 5666	Police Law Institute	Sept. 29-Oct. 10	Edneyville
* 3251	Traffic Law Refresher (Web-based)	Sept. 29-Nov. 14	Salemburg
3181	Recognizing Insurance Fraud	Sept. 30-Oct. 1	Edneyville
7638	Tactical Leadership	Oct. 1-3	Edneyville
3238	Robbery Response Tactics (Web-based)	Oct. 1-31	Edneyville
2222	Telecommunicator Certification Course	Oct. 5-10	Edneyville
3088	Basic Anti-Terrorism Awareness	Oct. 6-7	Edneyville
* 5229	Warrantless Searches	Oct. 6-7	Salemburg
3035	RADAR Instructor Recertification	Oct. 6-8	Edneyville

Course	Title	Date	Location
* 3992	Crime Scene Investigation	Oct. 6-17	Salemburg
* 5666	Police Law Institute	Oct. 6-17	Salemburg
* 3039	Criminal Intelligence and Analysis	Oct. 7-9	Salemburg
3627	Identification of Fraudulent Documents	Oct. 8	Edneyville
3061	Time-Distance Instructor Recertification	Oct. 9-10	Edneyville
3144	LIDAR Instructor Recertification	Oct. 10	Edneyville
3180	Documenting Child Maltreatment: Intro to Infrared & Ultraviolet Photography	Oct. 13-15	Edneyville
* 3952	Background Investigations	Oct. 13-17	Edneyville
* 2416	Field Training Officer	Oct. 13-17	Salemburg
* 5673	School Resource Officer Training	Oct. 13-17	Salemburg
* 2638	Officer Involved Domestic Violence	Oct. 14	Salemburg
* 3340	Child Death Investigation	Oct. 14-15	Edneyville
* 2716	Human Trafficking Protocol Training for Law Enforcement	Oct. 15	Salemburg
* 3341	Advanced Child Death Investigation	Oct. 16	Edneyville
* 2031	General Instructor Training	Oct. 19-31	Salemburg
* 7004	In-Service Detention Instructor Update 2015	Oct. 20	Salemburg
3151	Terrorism Update	Oct. 20-21	Edneyville
3632	Domestic Violence Investigations	Oct. 20-24	Edneyville
* 2207	First Line Supervision	Oct. 20-24	Edneyville
* 7807	SWAT Operator II	Oct. 20-24	Edneyville
* 2244	Coordinating In-Service Training	Oct. 21	Salemburg
** 2078	Laws Governing Concealed Handgun	Oct. 22	Salemburg
* 2343	In-Service Instructor Update 2015	Oct. 22-23	Salemburg
* 2730	Verbal Judo: Tactical Communication for the CJ Professional	Oct. 22-24	Salemburg
2258	In-Service Telecommunicator Instructor Update 2015	Oct. 24	Edneyville
2238	Handling Suicide Callers	Oct. 27	Edneyville
* 5669	Search Warrant Writing Class	Oct. 27-29	Salemburg
* 3367	Solo Active Shooter Response Conditioning for LEO/SRO	Oct. 27-29	Salemburg
* 3977	Advanced Traffic Crash Investigation	Oct. 27-Nov. 7	Salemburg
* 2152	Instructor Training Orientation (Web-based)	Oct. 27-Nov. 21	Edneyville
* 3243	School Resource Officer Ethics (Web-based)	Oct. 27-Dec. 5	Salemburg
* 3811	Property and Evidence Room Management	Oct. 28-29	Salemburg
5705	K-9 Legal Issues	Oct. 30	Salemburg
* 1528	Specialized Firearms Instructor Prequalification	Nov. 3	Salemburg
3152	Introduction to Financial Crimes	Nov. 3-5	Salemburg
7638	Tactical Leadership	Nov. 3-5	Salemburg
* 1058	Chemical Processing and Advanced Photography	Nov. 3-7	Salemburg
* 2416	Field Training Officer	Nov. 3-7	Edneyville
* 7643	First Line Supervision for Detention Supervisors	Nov. 3-7	Edneyville
2103	Sex Crimes Investigation	Nov. 3-7	Edneyville
* 3265	Advanced SRO - Leadership Roles (Web-blended)	Nov. 3-26	Salemburg
3209	Aggressive Driving Enforcement (Web-based)	Nov. 3-Dec. 1	Salemburg
2232	Telecommunicator Supervisor Training	Nov. 4-6	Edneyville
2728	Specialized Subject Control/Arrest Techniques Instructor Prequalification	Nov. 5	Salemburg
2727	Specialized Physical Fitness Instructor Prequalification	Nov. 6	Salemburg
* 3811	Property and Evidence Room Management	Nov. 6-7	Edneyville
3151	Terrorism Update	Nov. 6-7	Salemburg
3627	Identification of Fraudulent Documents	Nov. 10	Salemburg
* 3099	Introduction to Traffic Crash Investigation	Nov. 10-14	Salemburg
** 3334	NC Homicide Investigators Association Conference	Nov. 10-14	Carolina Beach
** 2526	IALEFI® Regional Training Conference	Nov. 12-14	Salemburg
* 3367	Solo Active Shooter Response Conditioning for LEO/SRO	Nov. 12-14	Edneyville
* 2623	Basic Inmate Transport	Nov. 13-14	Salemburg
7620	Private Protective Services Firearms Instructor Recertification	Nov. 17	Salemburg
3194	Sovereign Citizens	Nov. 17	Salemburg
** 3372	Threat Assessment and the School Rampage Shooter	Nov. 17	Salemburg
* 3115	Fundamentals of the Investigative Process	Nov. 17-18	Edneyville
* 5326	Police Law Institute Refresher	Nov. 17-19	Salemburg
3035	RADAR Instructor Recertification	Nov. 17-19	Salemburg
* 2723	Armed Detention Officer Course	Nov. 17-21	Salemburg
** 3823	ChildFirst Interviewing	Nov. 17-21	Edneyville
* 3143	Leadership Development for Law Enforcement Managers	Nov. 17-21	Edneyville
** 3716	Organized Crime Drug Enforcement Task Force Conference	Nov. 18-21	Sunset Beach
** 2078	Laws Governing Concealed Handgun	Nov. 19	Salemburg
* 3117	Suicide Investigation	Nov. 19-20	Edneyville
3144	LIDAR Instructor Recertification	Nov. 20	Salemburg
3088	Basic Anti-Terrorism Awareness	Nov. 24-25	Salemburg

Course	Title	Date	Location
*	2623 Basic Inmate Transport	Nov. 24-25	Edneyville
*	7004 In-Service Detention Instructor Update 2015	Dec. 1	Edneyville
**	3328 Stalking and Stalking Behaviors	Dec. 1	Edneyville
	3151 Terrorism Update	Dec. 1-2	Edneyville
	7638 Tactical Leadership	Dec. 1-3	Salemburg
	3632 Domestic Violence Investigations	Dec. 1-5	Edneyville
*	2416 Field Training Officer	Dec. 1-5	Salemburg
*	3016 Officer Safety/Readiness Training	Dec. 1-5	Edneyville
*	3992 Crime Scene Investigation	Dec. 1-12	Salemburg
*	5666 Police Law Institute	Dec. 1-12	Salemburg
	2638 Officer Involved Domestic Violence	Dec. 2	Edneyville
	2716 Human Trafficking Protocol Training for Law Enforcement	Dec. 3	Edneyville
	3627 Identification of Fraudulent Documents	Dec. 3	Edneyville
*	2343 In-Service Instructor Update 2015	Dec. 3-4	Edneyville
*	3115 Fundamentals of the Investigative Process	Dec. 8-9	Salemburg
*	3976 At-Scene Traffic Crash Investigation	Dec. 8-12	Salemburg
*	7597 Detention Field Training Officer	Dec. 8-12	Edneyville
*	3143 Leadership Development for Law Enforcement Managers	Dec. 8-12	Salemburg
	2103 Sex Crimes Investigation	Dec. 8-12	Edneyville
*	2343 In-Service Instructor Update 2015	Dec. 10-11	Salemburg
*	3117 Suicide Investigation	Dec. 10-11	Salemburg
	2258 In-Service Telecommunicator Instructor Update 2015	Dec. 12	Salemburg
	3630 Drug Facilitated Sexual Assault	Dec. 15	Edneyville
*	7643 First Line Supervision for Detention Supervisors	Dec. 15-19	Salemburg
*	5673 School Resource Officer Training	Dec. 15-19	Edneyville
	2041 SWAT Operator	Dec. 15-19	Edneyville
	3180 Documenting Child Maltreatment: Intro to Infrared & Ultraviolet Photography	Dec. 16-18	Edneyville

#### CODE FOR CALENDAR

- \* ENROLLMENT: These courses may be limited per department.
- \*\* FEES: These courses have a registration fee.







## Leadership, Management & Supervision

### Advanced Field Training Officer Course #2418

#### Who Should Attend

Law enforcement field training officers assigned to patrol that have attended a 32-40 hour basic field training officer program.

#### Course Goal

To provide additional training to officers that have been performing the function of field training new officers assigned to patrol.

#### Course Objectives

The student will be able to:

- Identify and utilize tactics to enhance officer safety.
- Utilize coaching and feedback in field training.
- Develop and apply remedial training strategies for trainees that are not responding to training.
- Develop and safely implement scenario-based training to improve trainee performance.
- Recognize components of problem-based learning and how they affect field training.

#### Methodologies

This course employs lecture, discussion and practical exercises.

#### Course Requirements

**Student must provide documentation of attendance of a 32-40 hour basic Field Training Officer course.**

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and must obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring their duty gear, Field Training Officer Procedures Manual and blank copies of their Daily Observation Reports (DORs).

#### Course Coordinator

Tony Losada

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

#### Length of Course

Three days (24 hours)

#### DATE

September 8-10, Salemburg

### Budgeting for Police Managers (Web-based) Course #3262

#### Who Should Register

This course is intended primarily for police managers who are responsible for budget preparation in their department who desire to enhance their budget preparation skills. Individuals aspiring to become future managers responsible for police budgets may wish to enroll as well.

#### Course Goal

This course focuses on developing the knowledge and skills necessary to effectively plan, develop and execute a police budget.

#### Course Objectives

Upon course completion, the student will be able to:

- Define the term budget. Develop the skills necessary to design a strategic plan.
- List and explain the five steps of the budget process.
- Develop a police budget.
- Explain the procedure for determining manpower needs for a police agency.

- List the five components that make up the Crime Measurement Index (CMI).
- Given sufficient data, determine the Crime Measurement Index for certain jurisdictions.
- Given proper information, each student will determine the Relief Factor for police agencies.

#### Methodologies

This is a seven-week course which employs web-based instruction, testing and written exercises.

#### Special Requirements

Students should be familiar with Microsoft Excel basics, as well as somewhat familiar with Microsoft Word and PowerPoint software applications.

#### Course Coordinator

Donnie R. Parks

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

#### Course Credit

Fifty-two hours

#### DATE

September 1-October 19, Edneyville

# Leadership, Management & Supervision



## Field Training Officer Course #2416

### Who Should Attend

Law enforcement officers who are or will be assigned to provide field training to new officers. The focus of this course is for patrol officers.

### Course Goal

To provide the technical and personal skills to individuals in order for them to function as evaluators and trainers of recruits who have completed **Basic Law Enforcement Training**.

### Course Objectives

The student will be able to:

- Objectively evaluate the performances of trainees.
- Utilize performance feedback, counseling and training skills in the interaction with trainees.
- Successfully utilize leadership skills and attributes.
- Evaluate and counsel trainees in report writing and note-taking skills.

### Methodologies

This course employs lecture, discussion, practical exercises and demonstrations.

### Course Requirements

Attendance is required at all class sessions. In order to satisfactorily complete this course, the participant must actively participate in all classroom discussions and activities; and, obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring one (1) of their duty uniforms with duty gear, their agency's Field Training Officer Procedures Manual, and blank copies of their Daily Observation Reports (DORs).

### Course Coordinator

Tony Losada

### Length of Course

Five days (40 hours)

### DATES

July 14-18, Salemburg  
August 11-15, Edneyville  
October 13-17, Edneyville  
November 3-7, Edneyville  
December 1-5, Salemburg

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

## Field Training Officer Supervisor Course #2462

### Who Should Attend

Criminal justice supervisors tasked with the responsibility of supervising their agency's field training program.

### Course Goal

To provide knowledge and skills needed to effectively supervise a field training program.

### Course Objectives

The student will be able to:

- Recognize civil liability issues for FTO programs.
- Effectively supervise and manage a field training program.
- Properly select new field training officers.
- Utilize proper evaluation and documentation procedures.
- Identify trainee learning preferences and teaching strategies.
- Recognize and recommend remedial training strategies.

### Methodologies

This course employs lecture, discussion and practical exercises.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and must obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring their Field Training Officer Procedures Manual and blank copies of their Daily Observation Reports (DORs).

### Course Coordinator

Tony Losada

### Length of Course

Two and one-half days (20 hours)

### DATES

August 25-27, Edneyville  
September 15-17, Salemburg

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



# Leadership, Management & Supervision

## First Line Supervision Course #2207

### Who Should Attend

New supervisors and supervisors who have not received formal supervisory training.

### Course Goal

To provide knowledge and skills required to effectively supervise personnel in a law enforcement agency.

### Course Objectives

The student will be able to:

- Avoid liability problems arising from employment practices and field operations.
- Identify misconduct and corruption and be able to use appropriate techniques to prevent them.
- Determine and utilize motivational incentives to improve or cause high performance.
- Lead groups in consensus decision-making and creative problem-solving.
- Promote ethical practices in law enforcement and create a professional law enforcement culture.
- Complete and receive results from a personality inventory.
- Lead others through concepts of empowerment and transformation.
- Demonstrate supervising for results skills dealing with work performance and work habit problems.
- Utilize identified competencies of a leader to address factors in high performance by employees.

### Methodologies

This course employs lecture, conference, exercise, diagnostic instruments and skills practice.

### Course Requirements

Attendance is required at all class sessions. Students must attain an average of 70% across course examinations. They must also successfully perform in supervising for results skill practices.

### Special Concerns

Some night work is required.

### Course Coordinator

Michael Kudrick

### Length of Course

Five days (40 hours)

### DATES

August 11-15, Salemburg  
September 15-19, Salemburg  
October 20-24, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Leadership, Management & Supervision



## Leadership Development for Law Enforcement Managers Course #3143

### Who Should Attend

Law enforcement managers and first-line supervisors who are responsible for directing and managing law enforcement personnel in their daily activities.

### Course Goal

To provide the student with information that will help them develop leadership skills and the ability to recognize behavior that is detrimental to effective leadership. This course will also give the participant clear cut strategies to manage and direct change in their organizations and incorporate mission focus to achieve goals and team build.

### Course Objectives

- List and explain the qualities of an effective leader.
- Describe the concepts of ethical leadership, credible leadership and servant leadership.
- Recognize and describe the behaviors of non-leadership.
- List and explain the "Laws of Leadership."
- Describe the practices of effective leaders.
- Explain the method and importance of being able to successfully manage change in organizations.
- Describe the use of mission statements and core values in directing the behavior of individual officers.
- Recognize and describe the difference in leadership theory as opposed to traditional management.
- Describe the concept of principle-based leadership.
- List and describe the strategies that can take an organization from average to excellence.
- List and explain the effective steps of team building.
- Recognize and describe the concept of Emotional Intelligence.
- Demonstrate and understand the importance of effective communication, successful conflict resolution and handling mistakes made.
- Define and describe the importance of setting measurable goals.

### Methodologies

This course employs lecture, discussion, practical exercise and video synopsis to present the lesson material. This course is structured around Problem-Based Learning and involves group assignments.

### Special Concerns

Students will need to bring a uniform for one practical exercise. Some knowledge in the use of Microsoft Word and PowerPoint will be helpful. Some night work is required.

### Course Coordinators

Michael Kudrick  
Donnie R. Parks

### Length of Course

Five days (40 hours)

### DATES

July 14-18, Salemburg  
August 4-8, Edneyville  
November 17-21, Edneyville  
December 8-12, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**





# Leadership, Management & Supervision

## Management Development Program Course #2182

**ADMISSION:** Admission to this program is competitive and by special application and interview only. Participants must apply for and, if accepted, attend ALL the program courses. Students are NOT accepted to attend individual courses.

Selected participants will be required to purchase class and physical conditioning attire, estimated cost \$300.00.

This program requires a separate application. The applications for the class beginning in January of 2015 will be available July 1, 2014. All completed applications, along with agency endorsement, must be received by October 1, 2014.

### Employment Law

This module covers the legal aspects of the personnel management function. This includes topics ranging from recruitment to termination.

### Communication Skills

Of the many and varied communication skills required of law enforcement managers, we choose to emphasize the basic competencies of interpersonal communication, group presentations and how the manager functions in the formal setting.

### Leadership

We approach this block with the development of leading from anywhere with the organization, with particular emphasis placed on transformational leadership.

### Motivation and Achievement

This block of instruction is focused on both subordinate and self motivation. During this instruction, students must motivate themselves and each other to accomplish goals and overcome unique obstacles.

### Project Management

Project management skills allow the manager to logically identify law enforcement issues, gather and analyze information regarding them and develop a team project response to address the problems.

### Budget Management

Here we cover budgeting and purchasing skills and procedures at the local government level. Students prepare budgets using spreadsheets and databases.

### Who Should Attend

Law enforcement supervisors, managers and key personnel who are in leadership positions.

### Program Goal

To develop the knowledge, skills and abilities to function as a progressive leader and innovative manager in a law enforcement agency.

### Methodologies

This program employs lecture, discussion, journaling, case simulation, independent study, strenuous physical activity, skills practice sessions and team projects.

### Program Requirements

Attendance is required at all class sessions. Additionally, participants will successfully complete a variety of projects, writing assignments and exercises working both alone and in groups.

### Length of Program

The program comprises eleven modules, one per month from January through November (500 hours).

### Course Coordinator

Josh Phillips

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Leadership, Management & Supervision



## New Chiefs Executive Development Course #1182

### Who Should Attend

This course is intended primarily for police chiefs with less than 24 months experience as a police chief. It is also designed for individuals with lengthier experience who are new to the role of chief of police in the state of North Carolina as well as command level officers aspiring to become chiefs of police.

### Course Goal

This course focuses on enhancing the knowledge and skills of newly appointed police chiefs and those aspiring to become chiefs of police.

### Course Objectives

Upon course completion, the student will be able to:

- Define Strategic Leadership.
- Explain the difference between tactical and strategic leadership and planning.
- Develop the skills necessary to design a strategic plan.
- List and explain the five steps in the budget process.
- Develop a police budget.
- Explain the procedure for determining manpower needs for a police agency.
- Demonstrate the skills necessary to problem solve through positive leadership.
- Demonstrate the skills necessary to effectively interact with the media.
- Apply effective strategies for conducting a formal press conference.

### Methodologies

This course employs lecturing, class discussion, demonstration and practice.

### Special Requirements

Students should be familiar with Microsoft Word and Microsoft PowerPoint software applications. Attendees should bring a jump drive for storing course work.

### Course Coordinator

Donnie R. Parks

### Length of Course

Nine days (72 hours)

### DATES

WEEK ONE: September 15-19, Edneyville

WEEK TWO: October 20-23, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**





# Leadership, Management & Supervision

## New Sergeants' Course Course #2483

### Who Should Attend

Those who have been promoted within the past year and those who anticipate being promoted.

### Course Goal

To provide the knowledge and skills to assist the newly-promoted officer in making the transition to first line supervisor.

### Course Objectives

The student will be able to:

- Prepare a personal mission statement.
- Explain how emotional intelligence is a key to effective leadership.
- Recognize their own level of emotional intelligence.
- Describe the guidelines that a new supervisor should follow.
- Recognize the common challenges that face the first line supervisor.
- Describe common pitfalls that face the newly promoted supervisor and how to avoid them.
- Identify the basic leadership styles.

- Determine the appropriate leadership style to apply to a given situation.
- Recognize their own leadership style preference.
- Describe how to handle the employee disciplinary process.
- Determine how to analyze a performance deficiency.

### Methodologies

This course employs lecture, discussion, diagnostic instruments, practical exercises, and case studies.

### Course Requirements

Attendance is required at all sessions. Students will be required to prepare and present a personal mission statement.

### Special Concerns

Some out-of-class work is required.

### Course Coordinator

Josh Phillips

### Length of Course

Three days (24 hours)

### DATE

September 8-10, Edneyville

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Leadership, Management & Supervision



## Tactical Leadership Course #7638

### Who Should Attend

This course is designed for law enforcement supervisors and the non-tactically trained senior officers to whom they report.

### Course Goal

To provide the student with the technical and practical skills needed to recognize the significance of effective leadership and the relationship between overall command of an incident and command of the tactical response functions.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

#### Tactical Management

- Explain the crisis cycle and body's response to interaction.
- Describe the five categories of Emotional Intelligence.
- List the qualities that effective leaders possess.
- Explain the seven practices of effective leadership.
- Describe the five temptations of a leader.
- List and describe the "ten deadly errors" of leadership.
- Identify the five steps to problem-solving (SODAS).

#### Risk Assessments in Operational Planning

- Appropriately define risk assessment and explain the five priorities that influence the need for an assessment.
- Define critical incident and identify the types of incidents that require a risk assessment.
- Recite the most common characteristics of a critical incident response.
- Analyze the difference between uncontrollable and controllable incident factors.
- Describe the three (3) stage process of how to conduct an assessment.
- Describe the seven (7) critical steps of the first responders on the scene.
- Identify three potential issues that can disrupt a successful operation.

- In a computer simulated practical exercise, develop a group response strategy to multiple critical incident scenarios utilizing Incident Command system (ICS) and National Incident Management System (NIMS) protocol.

### Tactical Leadership Tabletop

- Recall and apply the materials learned in "Tactical Management" and "Risk Assessments in Operational Planning" to a given scenario.
- During a practical exercise setting, successfully manage a high stress critical incident in accordance to ICS and NIMS policy.

### Methodologies

This course employs classroom instruction, open discussion and incident simulation.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and obtain a minimum score of 75% on a written test to be given at the conclusion of the course.

### Course Coordinator

Ben Baughman

### Length of Course

Three days (24 hours)

### DATES

October 1-3, Edneyville

November 3-5, Salemburg

December 1-3, Salemburg







## Legal

### Advanced SRO: School Searches Course #5323

#### Who Should Attend

Sworn law enforcement officers assigned as school resource officers.

#### Course Goal

Officer must be aware of their authority to engage in school searches and must be able to recognize the protections afforded to students under the Fourth Amendment. Officers must also effectively apply their lawful authority while working with school officials and while engaged in independent, proactive police investigations while in the school environment.

#### Course Objectives

The student will be able to:

- Review the basic protections of the Fourth Amendment as applied in the public school environment.
- Review the legal standard governing school searches conducted by school resource officers working in conjunction with school officials.
- Analyze case law illustrating the concept of working in conjunction with school officials.
- Applying judicial decisions, lawfully conduct school searches involving lockers, motor vehicles and the student population.

- Analyze select criminal statutes and recognize when probable cause exists to initiate charge or arrest for crimes involving: weapons in schools; threats and hoaxes; assault; and disorderly conduct.
- Research current issues in school law enforcement, and in a brief written assignment, provide recommendations to help maintain a safe school environment.

#### Methodologies

This course employs lecture, class discussion, videos and an intensive review of judicial decisions (appellate court cases) illustrating the points made throughout the course.

#### Course Requirements

This is an advanced level course involving an intensive review of judicial decisions and other legal sources. Attendance is required at all sessions. Students must complete a final exam with a passing score of 80%. Students will complete some evening work assignments involving reading and writing.

#### Course Coordinator

Dave Shick

#### Length of Course

Four days (28 hours)

#### DATE

July 28-31, Salemburg

**LIMIT 5 STUDENTS  
PER DEPARTMENT.**

### Interrogation Rights Course #5324

#### Who Should Attend

Sworn law enforcement officers.

#### Course Goals

Law enforcement officers must be knowledgeable in the laws pertaining to interrogation of suspects and arrestees in order to lawfully apprehend criminal offenders and obtain evidence for use in prosecution. This course will review interrogation rights in order to enable officers to lawfully and effectively perform their duties.

#### Course Objectives

The student will be able to:

- Review interrogation rights that apply when interviewing a suspect who is not in custody.
- Discuss ways in which officers can prevent an interview from being "custodial" for purposes of *Miranda*.
- Review 5th Amendment Rights that apply during custodial interrogation of suspects and arrestees.
- Review 6th Amendment Rights that apply to interviews and interrogations of the accused under prosecution.

- Distinguish the 5th and 6th Amendment rules concerning interrogation after the suspect has invoked his interrogation rights.
- Identify circumstances which may cause an interview or interrogation to be involuntary and recognize consequences of violating the 14th Amendment's requirement of "voluntariness."

#### Methodologies

This course employs lecture, class discussion and an intensive review of judicial decisions (appellate court cases) illustrating the points made throughout the course.

#### Course Requirements

This course involves an intensive review of judicial decisions/case law. Attendance is required at all sessions.

#### Course Coordinator

Dave Shick

#### Length of Course

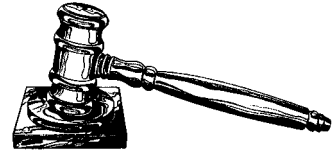
Two days (14 hours)

#### DATE

September 15-16, Salemburg

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

# Legal



## Juvenile Legal Issues for Law Enforcement Course #2621

**CICP Accredited Course**

### Who Should Attend

Officers assigned to investigate juvenile delinquency cases, or involved in juvenile court delinquency proceedings, and street officers who regularly encounter juveniles.

### Course Goal

Officers must be aware of the laws affecting juvenile delinquents and undisciplined juveniles. Further, officers should know the rights of a juvenile and the responsibility of the officer who takes custody of a juvenile.

### Course Objectives

The student will be able to:

- List the ages of 1) a juvenile; 2) a juvenile delinquent; and, 3) a juvenile who may be transferred to superior court.
- Describe the circumstances under which a law enforcement officer may take custody of a juvenile without a court order.
- List and explain the Constitutional rights that have been afforded juveniles.
- Explain juvenile *Miranda* warnings that must be given for juveniles less than 14 years of age and for juveniles between the ages of 14 and 18.
- Define the meaning of "custody" for juvenile interrogation purposes under *Miranda*.
- Discuss a juvenile's consent to search and any limitations of that consent.
- Explain the options of a law enforcement officer once he/she takes a juvenile into custody.
- List the factors that the court must consider in deciding whether to secure or release a juvenile after he is taken into custody.
- List the notifications that a law enforcement officer must make after taking a juvenile into custody.
- Explain how an officer obtains a Nontestimonial Order.
- List the requirements for a juvenile to be registered as a sex offender on the Sex Offender Registry.

### Methodologies

This course employs lecture, class discussion and an intensive review of appellate court cases illustrating the points made throughout the course.

### Course Requirements

This is a basic juvenile law course involving a review of judicial decisions and other legal sources. Attendance is required for the entire session.

### Course Coordinator

Gayle Kemp

### Length of Course

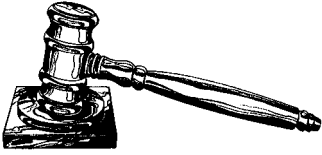
One day (8 hours)

### DATES

July 24, Salemburg

August 21, Edneyville





## Legal

### K-9 Legal Issues Course #5705

#### Who Should Attend

Officers assigned to a canine unit and supervisors of canine units or other officers involved in a canine unit.

#### Course Goal

When dealing with canines, officers should be aware of the status of the law in several areas. The two major categories of law are constitutional criminal law and civil liability. This course will review §1983 civil liability as it relates to a K-9 officer and look at what proactive steps can be taken to avoid liability. Additionally, injury to the K-9 animal and criminal charges brought against K-9 officers will also be discussed.

A canine officer should understand the laws as applied in both criminal and civil court. This will not only enable the officer to be better officers and serve the public better, but also to avoid any civil or criminal liability for the use of a canine in executing the officer's duty.

#### Course Objectives

The student will be able to:

- Define "search" under the Fourth Amendment of the United States Constitution.
- Define "consent to search" and discuss any limitations on that consent.
- List the factors in determining reasonable suspicion and probable cause.
- Explain when a delay in detention becomes a seizure and the consequences of the delay.
- Summarize the law on dog sniff searches.
- Describe the way in which a drug dog may be used to sniff a car, a train compartment, a bus and a package in the mail.
- Describe the way a drug dog may be used to sniff at an airport, at the border and at a school.
- Explain when a search warrant is needed to search a container after a dog sniff.
- Describe the conditions under which a drug dog can be used at a checkpoint.
- List and explain the factors the courts consider in determining the reliability of a dog sniff as evidence.
- List the factors the courts use in deciding use of force claims in K-9 cases.
- List the types of liability most commonly asserted under §1983.
- Define qualified immunity.

#### CICP Accredited Course

- List at least five preventive measures that a K-9 officer can take to avoid civil liability.
- Discuss currency seizure or forfeiture.
- Define what constitutes an injury to a K-9 animal under the statute and the consequences of violating the statute.
- Explain what criminal charges may be brought against a K-9 officer in the event that he uses his dog to violate a Constitutional right of a citizen.

#### Methodologies

This course employs lecture, class discussion and an intensive review of appellate court cases illustrating the points made throughout the course.

#### Course Requirements

This is a basic canine law course involving an intensive review of judicial decisions and other legal sources. Attendance is required for the entire session.

#### Course Coordinator

Gayle Kemp

#### Length of Course

One day (8 hours)

#### DATES

September 4, Edneyville  
October 30, Salemburg



# Legal



## Police Law Institute Course #5666

### Who Should Attend

Investigators and law enforcement officers involved with enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification orders and who are subject to potential legal liability resulting from those activities. **NO STUDENT WILL BE ACCEPTED FOR PARTIAL ENROLLMENT.**

### Course Goal

To provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification orders and to avoid liability while conducting such activities.

### Course Objectives

The student will be able to:

- Draft a valid search warrant.
- Lawfully execute a search warrant.
- Lawfully conduct warrantless searches.
- Conduct interviews lawfully during an investigative detention or arrest situation.
- Apply noncustodial interview procedures to obtain lawful confessions.
- Conduct nontestimonial and eyewitness identification procedures in accordance with applicable law.
- Conduct a valid investigative stop and frisk and a lawful arrest, using proper basis, parameters and use of force.
- Determine whether non-lethal and deadly force may lawfully be used in given fact situations.
- Determine whether emergency vehicle operation is appropriate under given fact situations.
- Identify the steps an officer may take to defend against a liability action.

### Methodologies

This course utilizes discussion, video scenarios, practical exercises, programmed texts, student readings and case studies.

### CICP Accredited Course

### Course Requirements

Attendance is required at all class sessions. The student must participate in class and practical exercises, successfully prepare search warrants and nontestimonial orders and successfully attain a required score on a written examination. Students are required to have a copy of the *Arrest, Search and Investigation* textbook, written by Robert Farb and published by the UNC School of Government.

### Special Concerns

Readings and other assignments will need to be completed in the student's evening hours.

### Course Coordinators

J. Rick Brown  
Gayle L. Kemp  
Dave Shick

### Length of Course

Ten days (76 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

### DATES

September 29-October 10, Edneyville  
October 6-17, Salemburg  
December 1-12, Salemburg





## Legal

### Police Law Institute Refresher Course #5326

#### Who Should Attend

Investigators and other law enforcement officers who have completed the **Police Law Institute** more than two years ago.

#### Course Goal

To provide a refresher and update skills necessary to conduct enforcement of basic legal principles, new cases, activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification orders and to avoid liability while conducting such activities.

#### Course Objectives

The student will be able to:

- Conduct a valid investigative stop and frisk and a lawful arrest, using proper basis, parameters and use of force.
- Lawfully conduct warrantless searches.
- Draft a valid search warrant.
- Conduct interviews lawfully during an investigative detention or arrest situation.
- Apply noncustodial interview procedures to obtain lawful confessions.
- Determine whether non-lethal and deadly force may lawfully be used in given fact situations.

#### CICP Accredited Course

- Determine whether emergency vehicle operation is appropriate under given fact situations.
- Identify the steps an officer may take to defend against a liability action.

#### Methodologies

This course utilizes discussion, video scenarios, practical exercises, programmed texts, student readings and case studies.

#### Course Requirements

Attendance is required at all class sessions. The student must participate in class and practical exercises and successfully attain a required score on a written examination. Students are required to have a copy of the *Arrest, Search and Investigation* textbook, written by Robert Farb and published by the UNC School of Government.

#### Course Coordinator

J. Rick Brown

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

#### Length of Course

Three days (24 hours)

#### DATES

September 8-10, Salemburg

November 17-19, Salemburg

### Search Warrant Writing Class Course #5669

#### Who Should Attend

Investigators and other law enforcement officers who are charged with the responsibility of conducting warrantless searches and the drafting of search warrants.

#### Course Goal

To provide the skills necessary to determine when a search warrant is required and how to correctly draft and lawfully execute a search warrant.

#### Course Objectives

At the end of this course, the participants will be able to achieve the following objectives:

- Analyze and determine when a reasonable expectation of privacy exists for purposes of the Fourth Amendment.

#### CICP Accredited Course

- Determine what actions by law enforcement do not constitute a search within the meaning of the Fourth Amendment.
- Identify and apply the exceptions to the search warrant requirement.
- Prepare search warrants by defining and applying the elements of probable cause to real time factual scenarios.
- Prepare to defend a search warrant against a Motion to Suppress.
- Identify and prepare for problem areas resulting in potential civil liability.

#### Methodologies

This course utilizes discussion, video scenarios, practical exercises and case studies.

(CONTINUED ON NEXT PAGE.)

# Legal



## Search Warrant Writing Class Course #5669

(CONTINUED FROM PAGE 68.)

### Course Requirement

Students must pass a final exam and satisfactorily complete all assignments.

### Special Concerns

Some evening work is required. It is recommended that the student bring a laptop computer.

### Course Coordinator

J. Rick Brown

### Length of Course

Three days (24 hours)

### DATES

August 4-6, Salemburg  
October 27-29, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Warrantless Searches Course #5229

### Who Should Attend

Sworn law enforcement officers.

### Course Goal

Law enforcement officers must be knowledgeable in the laws pertaining to warrantless searches in order to lawfully apprehend criminal offenders and obtain evidence for use in prosecution. This course will review basic laws of warrantless searches in order to enable officers to lawfully and effectively perform their duties.

### Course Objectives

The student will be able to:

- Review 4th Amendment requirements governing searches.
- Recognize when a "search" has occurred and identify the correct constitutional standard for conducting "searches."
- Discuss the types of warrantless searches that may be conducted without any suspicion of wrongful conduct.
- Define "reasonable suspicion" and discuss factors courts will consider in determining the existence of reasonable suspicion.
- Discuss the types of warrantless searches that must be supported by reasonable suspicion.
- Define "probable cause" and discuss factors courts will consider in determining the existence of probable cause.
- Discuss the types of warrantless searches that do not have to be supported by probable cause.
- Discuss types of warrantless searches that may be conducted in response to a public emergency.

### CICP Accredited Course

### Methodologies

This course employs lecture, class discussion, videos and an intensive review of judicial decisions (appellate court cases) illustrating the points made throughout the course.

### Course Requirement

This course involves an intensive review of judicial decisions/case law. Attendance is required at all sessions.

### Course Coordinator

Dave Shick

### Length of Course

Two days (16 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

### DATES

August 11-12, Salemburg  
October 6-7, Edneyville





## Tactical

### Firearms for Female Officers Course #7584

#### Who Should Attend

Any female officer interested in becoming more proficient with their service handgun while learning concepts of ergonomics as it affects firearms training, learning the fundamentals of shooting and learning conditioning exercises to increase hand and arm strength.

#### Course Goal

To provide the information and skills necessary to effectively and efficiently utilize the service weapons and support equipment.

#### Course Objectives

The student will be able to:

- Demonstrate the proper method used to grip the service handgun.
- Define ergonomics and explain the application to firearms training.
- Demonstrate two exercises used to increase hand and arm strength.
- Demonstrate length of pull as it applies to a shotgun.

#### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

#### Course Requirement

Attendance is required for all class and range sessions.

#### Special Concerns

Students should bring comfortable and practical clothing for outside training, rain protective clothing, service handgun, shotgun, duty belt and holster, cleaning equipment, flashlight, 400 rounds of handgun ammunition and 25 rounds of birdshot for the police shotgun. Hearing protection, eye protection and a billed cap are required for all range activities.

#### Course Coordinator

Chad Thompson

#### Length of Course

Three days (24 hours)

#### DATE

August 26-28, Edneyville

### Officer Safety/Readiness Training Course #3016

#### Who Should Attend

All law enforcement officers.

#### Course Goal

To provide the student with the tactics and options which will assist in the safe response to high risk situations.

#### Course Objectives

The student will be able to demonstrate techniques to safely accomplish the following tasks:

- Tactical handcuffing and groundfighting.
- Utilize proper contact/cover tactical skills.
- Safely conduct known risk vehicle stops.
- Utilize skills developed to safely conduct building searches.
- Respond to and safely defuse domestic violence calls.

#### Methodologies

This course employs discussion, demonstration and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. Students will be required to successfully complete all practical exercises and instructor evaluations. Students will be given a final exam on the last day of class. All students must pass the final exam with a minimum score of 75%.

#### Special Concerns

Students will need to bring their duty gear and weapon, ballistic vest, flashlight, rain gear and police vehicle. There will be two night sessions.

#### Course Coordinator

Floyd Yoder

#### Length of Course

Five days (45 hours)

#### DATES

July 21-25, Salemburg  
December 1-5, Edneyville

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# Tactical



## Robbery Response Tactics (Web-based) Course #3238

### Who Should Register

All law enforcement officers.

### Course Goal

To present to the student effective methods and tactics of responding to various robbery-in-progress calls.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

- List two principal distinguishing characteristics of a robbery.
- Correctly identify and describe the five types of robberies.
- Define invisible deployment.
- List the proper verbal commands that an officer should give to control a suspect or institution employee.
- Correctly list and describe the two types of perimeters at a robbery scene.
- Demonstrate the ability to diagram a possible robbery location indicating officer approaches and inner perimeter security placement.
- Conduct a security assessment at a financial institution within the officer's jurisdiction utilizing a security assessment checklist.

### Methodologies

This training will be conducted as web-based training.

### Course Requirements

- Students will be required to have access to a computer that can access the Internet and all course documents with the following programs on it: Microsoft Word, PowerPoint viewer, Adobe Acrobat Reader, Mediaplayer viewer, Quicktime viewer, and Realplayer viewer.
- Class assignments will be conducted via the Internet.
- Students will be required to complete all assignments including a score of 75% on the final test to successfully complete this course.

### Course Coordinator

Floyd Yoder

### Course Credit

Sixteen hours

### DATE

October 1-31, Edneyville







# Tactical

## Solo Active Shooter Response Conditioning for Law Enforcement Officers/School Resource Officers Course #3367

### Who Should Attend

Any officer who may be tasked with responding to an active shooter situation, particularly officers who are assigned as School Resource Officers. SRO's are usually already present at a school and capable to defend innocent lives. Rural officers may not have backup available in a reasonable time to form an Active Shooter contact team, so may need to go alone. Active Shooter events are dynamic and usually over quickly; therefore, solo response may be the best option to stop the rapid mass murder of innocent parties.

### Course Goal

To introduce the School Resource Officer (SRO) or line officer to characteristics of mental and tactical preparation helpful to successfully mitigate an Active Shooter situation as a solo unit.

### Course Objectives

The student will be able to:

- Identify and demonstrate the concepts of tactical thinking and performance as it pertains to School Resource Officers or first-responders to active shooter situations.
- Develop firearm skills and proficiency needed when encountering an active shooter event.
- Build tactical proficiency by using stress inoculation in scenario-based training.

### Methodologies

This course will employ lecture, conference and practical exercises. This course comprises traditional classroom delivery and extensive practical exercises. This training is challenging based on practical exercises designed to induce stress and allow the officer to successfully learn methods to neutralize an active shooter. This course does include one day of live fire range exercises.

### Course Requirements

Students must be able to successfully complete all written, practical exercises and instructor evaluations with a 75% or better and 100% remediation. Complete all practical

exercises to the satisfaction of the instructor. Demonstrate the ability to solve scenario-based practical exercises. Demonstrate appropriate sound judgment concerning response, planning and execution of demonstrated tactical skills and principles.

### Special Concerns

Students must provide equipment necessary for the course:

- Duty gear to include handgun, soft body armor protective vest, duty belt, three (3) spare magazines, operable flashlight, and handcuffs.
- Minimum three hundred (300) rounds training ammunition for duty handgun.
- Long gun and ammunition (optional).
- Ear protection and eye protection.

Range exercises may be outdoors in unpredictable weather, so officers must prepare as they would when working their duty shift. Bring inclement weather gear; rain clothing, cold weather gear, gloves, and head protection. Nighttime exercises are possible, so extra flashlight and batteries may be needed. Ear and eye protection with a billed cap are required. Simunitions® FX based training will require special protective gear which will be provided by the Academy. Groin protector for both male and female officers is mandatory. Standard (baseball/softball) protector may be used if provided by officer.

### Course Coordinator

Floyd Yoder

### Length of Course

Three days (24 hours)

### DATES

October 27-29, Salemburg  
November 12-14, Edneyville

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# Tactical



## SWAT Operator Course #2041

### Who Should Attend

This course is exclusively designed for law enforcement officers assigned to a Special Weapons and Tactics Team. The course design makes it applicable to both new and veteran operators seeking a structured week of training. This course replaces the Basic SWAT course and incorporates increased live fire drills and scenario based training that involves the use of Simunitions®.

### Course Goal

To expose the student to some of the individual skills and fundamentals of working as part of a team during the deployment of a SWAT related operation.

### Course Objectives

The student will be able to:

- Discuss the basic structure of a SWAT team and distinguish between the responsibilities of each team member.
- Discuss legal issues that apply to tactical operations involving SWAT teams.
- Identify key components of the distraction device and demonstrate proper handling and employment techniques.
- Safely demonstrate the ability to manipulate and operate a firearm in a tactical manner during training exercises on the firing range.
- Demonstrate the ability to effectively shoot a firearm while deploying a ballistic shield.
- Demonstrate the ability to conduct a dynamic entry as part of a team.
- Execute a slow and deliberate entry as part of a team.
- Score an 80% or better on the **SWAT Operator** post-course test.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student must be a certified law enforcement officer or currently serving as a member of the United States Armed Forces. Attendance is required at all class sessions. Students are expected to successfully complete all practical exercises. The student must score an 80% or greater on the **SWAT Operator** exam. Student must be on an active SWAT team to be approved.

### Special Concerns

Students must bring with them (materials required): handgun with at least three magazines, **700 rounds practice ammunition for handgun**, tactical belt and holster, long gun (SMG/Carbine/Shotgun) with at least two magazines, **700 round practice ammunition for long-gun**, flashlight, tactical clothing, rain gear, body armor, gas mask with filter, hearing/eye protection, billed ball cap, ballistic helmet, and jock strap.

Optional items that will enhance your training: (1) flash-bang that is of the type utilized by your agency, Simunitions® training weapon that is of the type used by your agency (include two magazines and (1) box of unopened FX training rounds), ballistic shield, night vision optics.

### Course Coordinator

Floyd Yoder

### Length of Course

Five days (43 hours)

### DATES

August 11-15, Edneyville

December 15-19, Edneyville





# Tactical

## SWAT Operator II Course #7807

### Who Should Attend

This course complements the NCJA **SWAT Operator** course and provides operators with additional options in regards to crisis resolution. Students must have completed the NCJA **SWAT Operator** course or other approved basic level SWAT course.

### Course Goal

To expose the student to some of the methods and strategies used to resolve stand-off situations that otherwise pose a risk to the community, citizens and law enforcement.

### Course Objectives

The student will be able to:

- Discuss the importance of combat readiness and conduct a series of physical training drills.
- Discuss the challenges that SWAT operators must face in a lethal confrontation and how they can prepare themselves mentally during training.
- Safely demonstrate the ability to manipulate and operate a sub-machine gun in a tactical manner during a series of training exercises on the firing range and shoothouse.
- Identify the components of operational planning and execute a pre-rehearsed plan as part of a mock call-out.
- Identify the methods used to deploy chemical munitions in a tactical situation and demonstrate the ability to conduct a series of CQB drills while donning a gas mask.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student must be a certified law enforcement officer and must have completed the NCJA **SWAT Operator** course or other approved course. Any student who has not attended the NCJA **SWAT Operator** course must

submit a certificate of completion of a basic SWAT course they have attended and also submit a course description or syllabus of the course that he or she has attended.

Approval to be accepted into **SWAT Operator II** is contingent upon experience and is at the discretion of the course coordinator. Students are expected to successfully complete all practical exercises. The student must score an 80% or greater on the **SWAT Operator** exam. Student must be on an active SWAT team to be approved.

### Special Concerns

Students must bring with them (materials required): Handgun with at least three magazines, **700 rounds practice ammunition for handgun**, tactical belt and holster, long gun (SMG/Carbine/Shotgun) with at least two magazines, **700 rounds practice ammunition for long-gun (preferably handgun caliber or frangible)**, flashlight, tactical clothing, rain gear, body armor, gas mask with filter, hearing/eye protection, billed ball cap, ballistic helmet and **protective cup**.

Optional items that will enhance your training: flashbang(s) that is of the type utilized by your agency, less lethal munitions utilized by your agency, 37mm/40mm Launcher if utilized by your agency, Simunitions® training weapon that is of the type used by your agency (include two magazines and (1) box of unopened FX training rounds), ballistic shield, night vision optics and any item that you would take in a real world mission.

### Course Coordinator

Floyd Yoder

### Length of Course

Five days (45 hours)

### DATES

August 25-29, Salemburg  
September 8-12, Edneyville  
October 20-24, Edneyville

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# Tactical



## Verbal Judo: Tactical Communication for the Criminal Justice Professional Course #2730

### Who Should Attend

This course is designed for public safety professionals seeking to expand on their tactical communication skills to further preserve law and order while maintaining their own and the public's safety.

### Course Goal

To provide the student with the technical and practical skills needed to use "Presence of Words" to calm difficult people who may be under severe emotional or other influences, redirect the behavior of hostile people, defuse potentially dangerous situations, perform professionally under all conditions and achieve the desired outcome in an encounter.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

#### The Profession

- Goals of the Course/Traits of a Professional
- Goal of Law Enforcement/Intervention/Force Options
- Mushin/Three Kinds of People
- Contact Professionals/Know your Weaknesses
- The Art of Representation

#### Tactical Theory

- Active Listening/First & Second Street Truths
- Third Street Truth
- Pace, Pitch and Modulation
- Voice and Other Non-verbals Must Harmonize
- The Body Can't Lie, but 90-90% Can
- R.A.M./R.A.P./R.A.T./R.A.C.

#### Tactical Application

- Verbal Karate vs. Verbal Judo
- Five-Step Pattern Diagram
- Five-Step "Hard Style"
- Tactical 8-Step Pattern
- Arts of Translation & Meditation
- L.E.A.P.S. Concept

- Five Types of Questions
- Paraphrasing
- The Four Appeals
- Domestic Kata
- S.A.F.E.R. Concept

### Methodologies

This course employs classroom instruction, open discussion and practical exercise.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and obtain a minimum score of 75% on a written test to be given at the conclusion of the course.

### Course Coordinator

Tim Fuss

### Length of Course

Three days (24 hours)

### DATES

July 23-25, Edneyville

September 17-19, Edneyville

October 22-24, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**





# Telecommunications

## Handling Suicide Callers Course #2238

### Who Should Attend

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed by or sponsored by an emergency services center.

### Course Goal

To help the participant gain a better understanding of suicide and its causes. Through increased awareness, the telecommunicator can more effectively counsel and assist the suicide caller.

### Course Objectives

The student will be able to:

- Define crisis intervention as it relates to suicidal situations.
- Identify potential suicidal individuals.
- List, in writing, three myths about suicide.
- Identify the two factors that the telecommunicator needs to consider regarding risk assessment.
- Discuss suicide by cop and recognize the potential dangers that are characteristic of this type of call.

- Define the term "suicidal erosion."
- Provide examples of ambivalence by the suicidal caller.
- List, in writing, motives for suicide.
- List and define the three H's of suicide.
- Identify the do's and don'ts of helping a suicidal caller.
- In a practical setting, simulate interview techniques used in handling a suicidal caller.

### Methodologies

This course employs lecture, conference and group exercise.

### Course Requirements

The student is required to attend the entire course. All practical exercises must be satisfactorily completed.

### Course Coordinator

Susan M. Gillis

### Length of Course

One day (8 hours)

### DATES

August 7, Salemburg  
October 27, Edneyville

## In-Service Telecommunicator Active Shooter Overview 2014 Course #2355

### Who Should Attend

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed or sponsored by an emergency services center. This two hour/credits course is also a 2014 Telecommunicator In-service topic of choice and will satisfy 2 hours/credits of the 16 hour in-service requirements for those telecommunicators certified by North Carolina Sheriffs' Education and Training Standards.

### Course Goal

This course will provide the telecommunicator with knowledge of what an Active Shooter is and equip them with information explaining the law enforcement agency's response. Additionally, it will assist the telecommunicator with information regarding the efficient call taking and dispatching skills to produce a quick and safe response for emergency responders.

### Course Objectives

The student will be able to:

- Define the term "rapid deployment."
- Determine the school system components to a response of an active shooter.
- Recall the types of situations that may involve an "active shooter" requiring an immediate response.
- Differentiate between the "mindset" of an active shooter versus a hostage taker.
- List in priority the duties of the initial police response to an active shooter.
- Identify the following roles:
  - a) Contact team
  - b) Rescue team
  - c) Perimeter team
  - d) Evacuation team
- Discuss the role of the telecommunicator during an active shooter response.

### Methodologies

This course is lecture and conference based.

(CONTINUED ON NEXT PAGE.)

# Telecommunications



## **In-Service Telecommunicator Active Shooter Overview 2014 Course #2355**

(CONTINUED FROM PAGE 76.)

### **Course Requirements**

The student is required to attend the entire course. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

**Course Coordinator**  
Susan M. Gillis

**Length of Course**  
Two hours

**DATE**  
August 20, Edneyville

## **In-Service Telecommunicator Customer Service and the 911 Professional 2014 Course #2357**

### **Who Should Attend**

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed or sponsored by an emergency services center. This four hour/credit course will also satisfy one of the mandatory blocks of instruction for 2014 Telecommunicator In-service requirements for those telecommunicators certified by North Carolina Sheriffs' Education and Training Standards.

### **Course Goal**

To help the student gain a better understanding of customer service as it relates to the telecommunicator and his/her duties.

### **Course Objectives**

The student should be able to:

- Define "customer service" as it relates to public safety.
- Articulate the importance of using active listening skills and being an effective communicator in efforts to identify the needs and expectations of the caller.
- Discuss appropriate telecommunicator responses to the various types of calls received in a professional manner.
- Conduct a personal assessment of your interpersonal skills to recognize your communication strengths and weaknesses.

### **Methodologies**

This course is lecture and conference based.

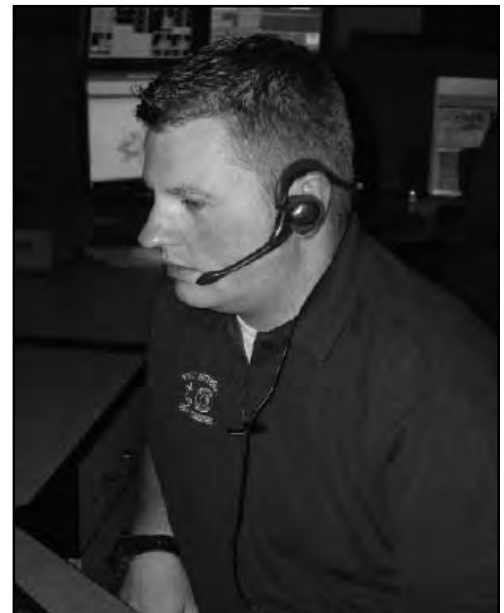
### **Course Requirements**

The student is required to attend the entire course. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

**Course Coordinator**  
Susan M. Gillis

**Length of Course**  
Four hours

**DATE**  
August 19, Edneyville





# Telecommunications

## **In-Service Telecommunicator Hitting the Wall: Avoiding Complacency 2014 Course #2356**

### **Who Should Attend**

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed or sponsored by an emergency services center. This two hour/credit course will also satisfy one of the mandatory blocks of instruction for 2014 Telecommunicator In-service requirements for those telecommunicators certified by North Carolina Sheriffs' Education and Training Standards.

### **Course Goal**

To provide the telecommunicator with a better understanding of complacency and how to avoid complacent behavior in the communications center.

### **Course Objectives**

The student will be able to:

- Define the term complacency.
- Identify the known causes of complacency in the workplace.
- Explain the risks associated with complacent behavior as it applies to the telecommunicator.
- Illustrate effective approaches telecommunicators can utilize to avoid complacency.

### **Methodologies**

This course is lecture and conference based.

### **Course Requirements**

The student is required to attend the entire course. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

### **Course Coordinator**

Susan M. Gillis

### **Length of Course**

Two hours

### **DATE**

August 19, Edneyville

## **In-Service Telecommunicator Instructor Update 2015 Course #2258**

### **Who Should Attend**

Certified NC Criminal Justice Education and Training Standards Commission instructors planning to teach the Telecommunicator In-Service Training as mandated.

### **Course Goal**

To provide the information and materials necessary to deliver the mandatory in-service topics.

### **Course Objective**

The student will be able to teach the topics of instruction in an in-service capacity.

### **Methodologies**

This course employs discussion, demonstration, group exercise and video.

### **Course Coordinator**

Susan M. Gillis

### **Length of Course**

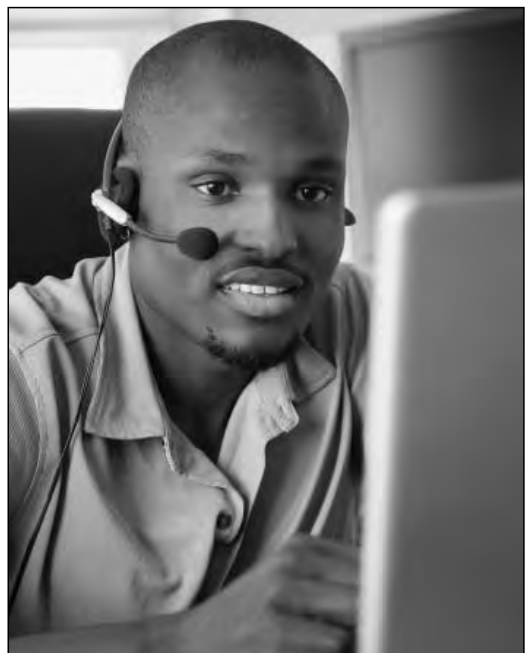
One day (8 hours)

*NOTE: This course has been updated from a four-hour to an eight-hour block of instruction.*

### **DATES**

October 24, Edneyville

December 12, Salemburg



# Telecommunications



## In-Service Telecommunicator Law Enforcement Intelligence Update 2014 Course #2359

### Who Should Attend

This course was developed as a topic of choice for 2014 Telecommunicator In-Service training. The course is available to all sworn law enforcement officers, detention officers, and telecommunicators. Telecommunicators will receive two (2) credits towards annual in-service training requirements.

### Course Goal

To inform telecommunicator professionals of current criminal trends in North Carolina, to include the proliferation of and the common dangers associated with gangs and extremist groups in North Carolina. Additionally, the telecommunicator will be presented with some of the current drug trends occurring in North Carolina.

### Course Objectives

The student will be able to:

- Differentiate between various types of anti-government, criminal, and extremist groups present in North Carolina and the characteristics associated with each group.

- Recognize and identify indicators of gang and extremist activity within your jurisdiction, and the dangers to law enforcement associated with these groups.
- Analyze current North Carolina drug trends and identify potential hazards to law enforcement.
- Identify the purpose and goals of law enforcement information collection and sharing resources available.
- Given a case example, develop a comprehensive suspicious activity report (SAR).

### Methodologies

This course employs lecture, practical exercise and discussion.

### Course Requirements

Attendance is required for the entire course session. Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

### Course Coordinator

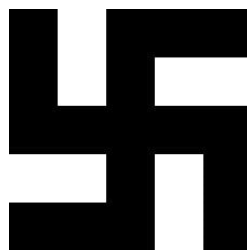
Susan M. Gillis

### Length of Course

Two hours

### DATE

August 20, Edneyville







# Telecommunications

## In-Service Telecommunicator Terrorism Awareness 2014 Course #2358

### Who Should Attend

This course was developed as a topic of choice for 2014 Telecommunicator In-Service training. The course is available to all sworn law enforcement officers, detention officers, and telecommunicators. Telecommunicators will receive four (4) credits towards annual in-service training requirements.

### Course Goal

To familiarize the participant with the components of modern day terrorism, the different types of terrorist/extremist groups, the various indicators and warning signs, and the reporting process needed to operate as a telecommunicator.

### Course Objectives

The student will be able to:

- Differentiate between modern and historical terrorism and state the common definition of terrorism.

- Identify and describe the different types of terrorist/extremist groups and their ideologies, including left-wing, right-wing, and special-interest/single-issue groups as well as international-influenced groups.
- Recognize and classify various indicators, warning signs and likely targets exhibited by terrorists/extremists both foreign and domestic.
- List the entities involved in and describe their role in the North Carolina intelligence reporting process.

### Methodologies

This course employs lecture, and discussion.

### Course Requirements

Attendance is required for the entire course session.

Testing is required for this in-service training. Participants will be required to score at least 70% on the final exam.

### Course Coordinator

Susan M. Gillis

### Length of Course

Four hours

### DATE

August 20, Edneyville

## Telecommunicator Certification Course Course #2222

### Who Should Attend

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed by or sponsored by an emergency service center. All persons who are employed as telecommunicators under the direct supervision of a sheriff's office are required by the North Carolina Sheriffs' Education and Training Standards Commission to enroll and successfully complete the course. This requirement excludes all telecommunicators that are grandfathered.

### Course Goal

To present the basic standard operating procedures for telecommunicators and to develop the role and responsibilities of the emergency service telecommunicator.

### Course Objectives

The student will be able to:

- Define the role and explain the characteristics of the professional telecommunicator; stress and the

telecommunicator; and the telecommunicator's code of ethics.

- Identify and demonstrate the general operation of the major equipment components of a modern telecommunications service center.
- List and identify the major information resources available to assist in the practice of telecommunications.
- Differentiate between the organization, general operational practices, terminology and common service requests associated with law enforcement, fire and emergency medical services, and the North Carolina Division of Emergency Management.
- Identify, explain and demonstrate common call reception, prioritization and resource allocation practices associated with everyday telecommunications.
- Identify and explain the aspects of civil liability for the professional telecommunicator.
- Identify, explain and demonstrate basic radio broadcast techniques associated with emergency telecommunications.
- Demonstrate basic telecommunications training skills in a structured telecommunications training practicum.

(CONTINUED ON NEXT PAGE.)

# Telecommunications



## Telecommunicator Certification Course Course #2222

(CONTINUED FROM PAGE 80.)

### Methodologies

The course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. All practical exercises must be satisfactorily completed and a minimum score of 70% must be achieved on the final Commission-administered written exam. ***All students confirmed for this course are required to provide a completed Medical History Statement (F-1) and Medical Examination Report (F-2), unless they have been grandfathered by the NC Sheriffs' Education and Training Standards Commission.***

## Telecommunicator Supervisor Training Course #2232

### Who Should Attend

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed by or sponsored by an emergency services center and are preparing and/or performing the duties of a communications center supervisor.

### Course Goal

To provide the participant with knowledge and skills required to effectively supervise personnel in an emergency communications center.

### Course Objectives

The student will be able to:

- Avoid liability problems arising from employment practices.
- Determine and utilize motivational incentives to improve or cause high performance.
- Demonstrate supervising for results skills dealing with work performance and work habit problems.
- Identify the important attributes of documentation and how to effectively use it.
- Utilize identified competencies of a leader to address factors in high performance by employees.
- Lead others through concepts of empowerment and transformation.

### Special Concerns

*Initial class begins on Sunday at 1:00 p.m.*

### Course Coordinator

Susan M. Gillis

### Length of Course

Five and one-half days (48 hours)

### DATES

July 20-25, Salemburg

September 21-26, Salemburg

October 5-10, Edneyville



### Methodologies

This course employs lecture, conference, and group exercise.

### Course Requirements

The student is required to attend the entire course. All practical exercises must be satisfactorily completed.

### Course Coordinator

Susan M. Gillis

### Length of Course

Three days (24 hours)

### DATES

July 8-10, Salemburg

November 4-6, Edneyville



# Traffic

*The correct sequence for completing the traffic crash investigation courses should be:*

- *Introduction to Traffic Crash Investigation (40 hours)*
- *At-Scene Traffic Crash Investigation (40 hours)*
- *Advanced Traffic Crash Investigation (80 hours)*
- *Traffic Crash Reconstruction (80 hours)*

**! A copy of the training certificate issued for successful completion of the pre-requisite course(s) must accompany the course application for the student to be considered for registration. !**

## Advanced Traffic Crash Investigation Course #3977

**TEICP Accredited Course**

### Who Should Attend

Those law enforcement officers who have successfully completed ***NCJA At-Scene Traffic Crash Investigation (Course #3976)***. The student will be required to submit proof of the above prior to the beginning of the course.

### Course Goal

To enable participants to interpret and analyze traffic crash evidence.

### Course Objectives

The student will be able to:

- Interpret evidence from vehicles and roadway at the scene of a crash; including, but not limited to:
  - lamp analysis
  - tire damage
  - tire marks.
- Describe vehicle/occupant behavior during a crash.
- Conduct field sketching and scale diagramming.
- Perform a variety of mathematical formulas including:
  - Speed calculations
  - Acceleration and drag factor measurements.

### Methodologies

This course employs demonstration, lecture and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Satisfactory completion of practical exercises conducted throughout the course must be accomplished. A minimum score of 75% must be attained on the final exam.

### Special Concerns

Students should bring all traffic crash investigation equipment they normally have available. Students should also bring a scientific calculator capable of trigonometric functions. Students should plan to spend some time at night to complete practical exercise assignments.

### Course Coordinator

Kris Merithew

### Length of Course

Ten days (80 hours)

### DATES

September 22-October 3, Edneyville  
October 27-November 7, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Traffic



## Advanced Traffic Crash Investigation - Math Refresher (Web-based) Course #3218

### Who Should Register

This course is open to those law enforcement officers who have attended **Advanced Traffic Crash Investigation (Course #3977)**. It will be helpful for those who plan to attend **Traffic Crash Reconstruction**.

### Course Goal

To provide the participants with the information needed to refresh math skills learned in **Advanced Traffic Crash Investigation** and those who wish to brush up on their skills prior to attending **Traffic Crash Reconstruction**.

### Course Objectives

This course will provide a review of the following topics:

- General math
- Center of mass
- Trigonometric calculations
- Falls, flips and vaults
- Conservation of linear momentum
- Vehicle damage analysis
- Speed from yaws.



TEICP Accredited Course

### Methodologies

This on-line course employs reading assignments and on-line discussion as well as practical exercise.

### Course Requirements

Students will be required to maintain contact with instructor via e-mail at least once a week. All practical exercises must be completed by assigned date.

### Special Concerns

Student must have the applicable hardware/software required for NCJA on-line courses.

### Course Coordinator

Kris Merithew

### Course Credit

Twenty hours

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### DATE

September 22-November 22, Edneyville





## Traffic

### Aggressive Driving Enforcement (Web-based) Course #3209

#### Who Should Register

Those law enforcement officers who have the responsibility of enforcing traffic laws within their jurisdiction and those tasked with the responsibility of developing an agency traffic safety program.

#### Course Goal

To provide the participants with the information needed to identify and address aggressive driving behaviors on public streets and highways.

#### Course Objectives

The student will be able to:

- Identify aggressive driving behavior.
- Interpret legal considerations of aggressive driving enforcement.
- Design an aggressive driving campaign.

#### TEICP Accredited Course

#### Methodologies

This on-line course employs reading assignments and online discussion as well as practical exercise.

#### Course Requirements

Students must complete all assignments by the conclusion of the course. A minimum score of 70% must be attained on all written examinations and assignments.

#### Special Concerns

Student must have access to a computer and e-mail capability.

#### Course Coordinator

Stacy Holloman

#### Course Credit

Sixteen hours

#### DATES

August 11-September 8, Salemburg  
November 3-December 1, Salemburg

### At-Scene Traffic Crash Investigation Course #3976

#### Who Should Attend

Law enforcement officers with traffic crash investigation responsibilities. ***NCJA Introduction to Traffic Crash Investigation (Course #3099)*** is a prerequisite and must be successfully completed prior to attending ***NCJA At-Scene Traffic Crash Investigation***.

#### Course Goal

To enable the participants to determine minimum speed of vehicles involved in a crash based on physical evidence documented at the scene.

#### Course Objectives

The student will be able to:

- Perform a variety of mathematical computations to:
  - Determine minimum vehicle speed based on physical evidence.
  - Determine Time/Distance traveled.
  - Solve Linear Equations.
  - Perform Unit Analysis.
  - Account for variations in perception/reaction times.
  - Account for braking deficiencies when calculating speed.
  - Determine the coefficient of friction for various surfaces.

#### TEICP Accredited Course

#### Methodologies

The course employs demonstration, lecture and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. Satisfactory completion of practical exercises conducted throughout the course must be accomplished. A minimum score of 75% must be attained on the final exam.

#### Special Concerns

Class will begin at 8:30 a.m. on the first day. Students should bring a scientific calculator TI-30 capable of trigonometric functions. Students should plan to spend some time at night to complete practical exercises and study assignments.

#### Course Coordinator

Terry D. Miller

#### Length of Course

Five days (40 hours)

#### DATES

August 11-15, Edneyville  
December 8-12, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Traffic



## Introduction to Traffic Crash Investigation Course #3099

### Who Should Attend

Law enforcement officers who may be the first to arrive on scene at a traffic crash.

### Course Goal

To teach the officer methods for identification, preservation and documentation of critical time-sensitive evidence typically found at the scene of a traffic crash.

### Course Objectives

The course will include instruction covering the following areas:

- Safely responding to the scene.
- Scene management.
- Recognizing the Human Factors involved.
- Interviewing techniques.
- Identifying and documenting physical evidence.
- Measuring and diagramming crash scenes.

### TEICP Accredited Course

- Legal issues.
- Proper completion of the DMV-349.

### Methodologies

The class will employ lectures and extensive practical exercises.

### Course Requirements

Attendance is required at all class sessions.

Students must attain a pass (pass/fail scoring) on all practical exercises and a score of 75% on the final written exam. This course is a prerequisite for **NCJA At-Scene Traffic Crash Investigation (Course #3976)**.

### Course Coordinator

Terry D. Miller

### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### DATES

July 21-25, Edneyville

November 10-14, Salemburg

## RADAR Operator Refresher (Web-based) Course #3226

### Who Should Register

This course is open only to those individuals who have held certification as a RADAR operator within the last three years.

### Course Goal

To help the student become more familiar with the **RADAR Operator** course material, thereby helping to prepare the student for recertification as a RADAR operator upon attending the **RADAR Operator Recertification** course.

### Course Objectives

The student will be able to:

- Describe the association between excessive speed and accidents, deaths, and injuries, and describe the highway safety benefits of effective speed regulation.
- Describe the basic principles of RADAR speed measurement.
- Identify and explain the functions, setup, test for accuracy, and operational procedures of specific radar instruments.

### TEICP Accredited Course

- Identify the specific RADAR instrument(s) used by your agency and describe the instrument's major components and features.
- Identify laws, court rulings, regulations, policies, and procedures affecting RADAR speed measurement and speed enforcement.

### Methodologies

Reading and writing assignments, demonstration and written evaluations will be employed.

### Course Requirements

In order to remain in the course, students must complete all assignments by the due date and score a minimum of 75% on all written examinations.

### Special Concerns

Students will need to provide the following:

(1) Established e-mail address, (2) Access to the Internet, (3) Capability to view digital videos - Windows Media Player, (4) Adobe Acrobat Reader, (5) Microsoft PowerPoint Reader, and (6) Microsoft Word Program for submitting written assignments.

(CONTINUED ON NEXT PAGE.)



## Traffic

### **RADAR Operator Refresher (Web-based) Course #3226**

(CONTINUED FROM PAGE 85.)

**NOTE:** This web-based course is not "Supplemental SMI Training." This is not a speed measuring instrument certification course. Successful completion of this course will not make you eligible for any type of certification as a RADAR instructor or operator. In addition, successful completion of this course will not extend the expiration date of any currently issued speed measuring instrument certification.

The sole purpose of this course is to aid you in your knowledge of RADAR instruments in order to assist you with successful completion of the Commission-recognized **RADAR Instructor Recertification** course.

**Course Coordinator**  
Stacy Holloman

**Course Credit**  
Twenty-four hours

**DATE**  
September 22-October 20, Salemburg



### **Traffic Law Refresher (Web-based) Course #3251**

#### **Who Should Register**

Traffic enforcement officers who have not had traffic law update training within the past 24 months.

#### **Course Goal**

To teach the officers the new statutes enacted since the 2000 legislative session and review seldomly used statutes.

#### **Course Objectives**

The course will include instruction covering the following areas:

- N.C.G.S. Chapter 20.
- Ignition interlock devices.
- DWI checkpoint enforcement.

#### **Methodologies**

Students will be assigned weekly reading assignments and will complete online quizzes. Final exam questions will be situational based, with the student listing the charges available for prosecution.

**TEICP Accredited Course**

#### **Course Requirements**

Student will need access to a current edition of the N.C.G.S. Chapter 20. Students must attain a passing score on each weekly quiz and 70% on the final written exam.

**Course Coordinator**  
Terry D. Miller

**Course Credit**  
Sixteen hours

**DATE**  
August 29-November 14, Salemburg

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Special Events & Conferences



## ChildFirst Interviewing Course #3823

### Who Should Attend

Social workers, law enforcement personnel, attorneys, medical professionals and any other professional who work with children who are victims of sexual abuse and physical abuse.

### Course Goal

ChildFirst North Carolina is a nationally-recognized 5-day forensic Interviewing Training Model. This training provides ongoing support to participants by providing access to the resources and technical assistance offered by the National Child Protection Training Centers. Training participants receive pre-course information to include articles and research about forensic interviewing in a course binder.

### Topics Covered

- It provides forensic interviewing training for social workers, law enforcement personnel, attorneys, medical professionals and any other professional who works with children who are victims of sexual abuse and physical abuse.
- It utilizes the Rapport, Anatomy Identification, Touch Inquiry, Abuse Scenario and Closure (RATAC) protocol for interviewing children.
- It provides a structured interviewing protocol that allows for consistent documentation of the interview in a child protective services or law enforcement record.
- It provides the participants with information on child development and cultural issues that impact how children should be questioned.
- It provides the participants with training on legal issues affecting how interviews are done.
- The training provides the participants with two opportunities to practice their interviewing skills to include peer review.
- It provides the research and information that professionals who interview children need to adequately defend their interviews in court.
- It promotes the multi-disciplinary approach for protecting children in our state.
- It is a forensic interviewing training that involves children from local school system. It involves adult actors who portray child victims of abuse for practice interviews.
- It has the potential to provide advanced training courses in forensic interviewing.

### Methodologies

This course will employ lecture, conference and practical exercises.

### Course Requirements

Attendance at all class sessions is required.

### Special Concerns

**Checks should be made payable to: Child Advocacy Center, 336 Ray Avenue, Fayetteville, NC 28301.**  
**Attention: Roberta Humphries, Executive Director.**

### For more information contact:

Mary McCoy, ChildFirst North Carolina, 910-677-2045,  
marymccoy@ccdssnc.com

### Fee

\$350

### Course Coordinator

Ross Robinson

### Length of Course

Five days (40 hours)

### DATE

November 17-21, Edneyville







## Special Events & Conferences

### **Criminal Sexual Paraphilias (Sexual Perversions) Course #3327**

**CICP Accredited Course**

#### **Who Should Attend**

Law enforcement officers, prosecutive investigators, medical examiner investigators and crime scene technicians with the responsibility of conducting an investigation and the prosecution of a crime which is sexual in nature.

#### **Course Goal**

To provide the knowledge and skills necessary to thoroughly and successfully investigate, process and prosecute a sexually deviant crime. Focus will be on the identification and nature of paraphilic behavior as it applies to the sexual criminal.

#### **Course Topics**

- Essential features of Sexual Paraphilias
- Reoccurring Sexual Urges and Fantasies
- Continuum of Behaviors
- Paraphilic Personality
- Cognitive Distortions
- Sadism
- Common Paraphilias
  - Fetishism
  - Exhibitionism
  - Transvestitism
  - Voyeurism
  - Necrophilia
  - Telephone Scatologia
  - Partialism
  - Zoophilia
  - Klismaphilia
  - Urophilia
  - Piquerism
  - Infibulation
  - Frotteurism
  - Hypoxyphilia
  - Masochism
  - Pedophilia

#### **Methodologies**

This course will employ lecture, conference and practical exercises.

#### **Course Requirement**

Attendance at all class sessions is required.

#### **Special Concerns**

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

#### **Fee**

\$100.00

#### **Course Coordinator**

Doug Robinson

#### **Course Instructor**

Mike Prodan

#### **Length of Course**

One day (8 hours)

#### **DATE**

July 7, Edneyville



# Special Events & Conferences



## Criminal Sexuality Course #3122

**CICP Accredited Course**

### Who Should Attend

Law enforcement officers, prosecutive investigators, medical examiner investigators and crime scene technicians with the responsibility of conducting an investigation and the prosecution of a crime which is sexual in nature.

### Course Goal

To provide the knowledge and skills necessary to thoroughly and successfully investigate, process and prosecute a sexually related crime by applying the skills of criminal investigative analysis commonly known and profiling to a sexually related crime.

### Course Objectives

The student will be able to:

- Recognize and distinguish between deviant and criminal sexual behavior.
- Identify various sexual paraphilias.
- Distinguish between modus operandi, ritual and signature aspects.
- Tailor interviews based on fantasy and thinking areas of offenders.

### Methodologies

This course will employ lecture, conference and practical exercises.

### Course Requirement

Attendance at all class sessions is required.

### Special Concerns

Participants will profile a rape case as part of class exercises.

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

### Fee

\$100.00

### Course Coordinator

Doug Robinson

### Course Instructor

Mike Prodan

### Length of Course

One day (8 hours)

### DATE

September 8, Edneyville

## International Association of Law Enforcement Firearms Instructors (IALEFI®) Regional Training Conference (RTC) Course #2526

### Who Should Attend

Law enforcement firearms instructors.

### Conference Content

The IALEFI® Firearms Instructor Training Conference will host a myriad of events that will range from classroom instruction, and armorers' courses to live fire classes on modern firearms training and the latest in firearms technology. The courses will be taught by nationally recognized experts in their fields. In addition to the training, a vendor display and demonstration will host a variety of law enforcement equipment from recognized manufacturers.

### Registration

**Registration information will be sent to all NC Certified Firearms Instructors at a later date.** Participants will be required to select specific courses that they would like to attend. Courses such as armorer's programs, etc. will be on a first-come first-serve basis. Equipment required will be based on course selection. **PLEASE DO NOT ATTEMPT TO REGISTER UNTIL YOU HAVE RECEIVED THE COURSE BROCHURE.**

### More Information

Bed space will be limited. Lodging priority goes to those registered and paid participants. Local lodging is available by request.

**(CONTINUED ON NEXT PAGE.)**



## Special Events & Conferences

### International Association of Law Enforcement Firearms Instructors (IALEFI®) Regional Training Conference (RTC) Course #2526

(CONTINUED FROM PAGE 89.)

**For more information contact:**

**NCJA Coordinator:** Chad Thompson, 910-525-4151, ext. 284 or at [chthompson@ncdoj.gov](mailto:chthompson@ncdoj.gov)

or

**IALEFI® President:** Steve Johnson, 919-818-2391, or at [rsjohn@mindspring.com](mailto:rsjohn@mindspring.com)

or

International Association of Law Enforcement Firearms Instructors (IALEFI®)

25 Country Club Road, Suite 707

Gilford, NH 03249

Phone: 603-524-8787

Fax: 603-524-8856

Web: <http://www.ialefi.com>

**Fee**

\$145.00

**Course Coordinator**

Chad Thompson

**Length of Course**

Three days (24 hours)

**DATE**

November 12-14, Salemburg



### Investigating the Sexual Victimization of Children Course #3401

**CICP Accredited Course**

**Who Should Attend**

Individuals, who as part of their job function, must investigate allegations of the sexual victimization of children.

**Course Goal**

To provide the participant with the knowledge and skills necessary to successfully conduct an investigation of child sexual victimization.

**Course Objectives**

The student will be able to:

- Identify thinking errors common to individuals who sexually victimize children.
- Recognize the various types of child sexual molesters.
- Identify various reasons for the sexual victimization of children.
- Recognize various types of rape and paraphilic behavior associated with this type offender.
- Identify what is or is not pornography and its relationship to the sexual victimization of children.

**Methodologies**

This course will employ lecture, discussion and conference methods.

**Course Requirements**

Attendance at all class sessions is required.

**Special Concerns**

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

**Fee**

\$100.00

**Course Coordinator**

Doug Robinson

**Course Instructor**

Mike Prodan

**Length of Course**

One day (8 hours)

**DATE**

September 29, Edneyville

# Special Events & Conferences



## Laws Governing Concealed Handgun Course #2078

### Who Should Attend

Citizens who wish to instruct the mandatory firearms training class for persons applying for a North Carolina Concealed Handgun Permit.

### Course Goal

To provide the knowledge and skills necessary to instruct a firearms training class for persons applying for a North Carolina Concealed Handgun Permit, in accordance with the requirements of the North Carolina Administrative Code.

### Course Objectives

The student will be able to:

- Conduct an approved firearms qualification course for North Carolina Concealed Handgun Permit applicants.
- Train students in the nomenclature, fundamentals of shooting, maintenance cleaning and inspection of a handgun.
- Train students in the law of deadly force in North Carolina, including specific examples of when deadly force is and is not allowed.
- Train students in the legal requirements related to the carrying of a concealed handgun with a North Carolina Concealed Handgun Permit.

### Methodologies

This course employs lecture, demonstration, discussion and a written examination.

### Course Requirements

Attendance is required at all class sessions. Students must attain a minimum score of 75% on the written examination at the end of the training.

### Special Concerns

Registered students will receive a notification letter about their acceptance into the course. You will then receive a **second** notice by e-mail 30 days before the course with further instructions, including how to pay for the course. Do **not** send payment with the course application.

Class will begin promptly at 1:00 pm. No late arrivals will be admitted.

Bring eye and ear protection for a shooting demonstration by the instructor. Do **not** bring firearms.

### Fee

\$75.00

### Course Coordinator

Chad Thompson

### Length of Course

Five hours

### DATES

July 16, Salemburg  
August 25, Edneyville  
September 24, Salemburg  
October 22, Salemburg  
November 19, Salemburg



## Requirements for Becoming a Concealed Carry Handgun Instructor

You must be eligible to receive or possess a firearm under Federal and North Carolina State Law. You must also submit the following to the Criminal Justice Standards Division of the North Carolina Department of Justice:

- Concealed Carry Handgun Instructor Application Form (CCH-1);
- Firearms instructor certification from a course accredited by the North Carolina Criminal Justice Education & Training Standards Commission, the North Carolina Department of Corrections, the North Carolina Private Protective Services Board, or the National Rifle Association;
- Certificate showing successful completion of the course **Laws Governing Concealed Handgun and Use of Deadly Force**;
- Course material you intend to teach (or the course outline for prior approved courses); and
- Application fee in the form of a certified check.

The Concealed Carry Handgun Instructor program is regulated through the Criminal Justice Education and Training Standards Commission, as designated in NCGS 14-415.12(a)(4).

For more information, contact Ed Zapolsky at [ezapolsky@ncdoj.gov](mailto:ezapolsky@ncdoj.gov) or call 919-661-5980.



## Special Events & Conferences

### NC Association of School Resource Officers Conference Course #5675

The North Carolina Association of School Resource Officers will hold its annual conference at the Embassy Suites Charlotte/Concord Golf Resort and Spa in Concord, NC.

This first-rate training utilizes nationally renowned instructors who bring second to none training for School Resource Officers. For more information or to register for the conference, please visit the North Carolina Association of School Resource Officers web page at [www.ncasro.org](http://www.ncasro.org).

**Pre-registration**  
\$200

**On-site/late registration**  
Make checks payable to:  
NCASRO 2014 Conference Registration  
PO Box 6027  
Statesville, NC 28687

#### Location

Embassy Suites Charlotte/Concord  
Golf Resort and Spa  
5400 John Q. Hammons Drive NW  
Concord, NC 28027  
Reservations: 1-704-455-8200  
Fax: 1-704-455-8201

#### Course Coordinator

Scott Grantham  
910-525-4151 ext. 278

#### Length of Course

Five days (32 hours)

#### DATE

July 13-18, Concord



### North Carolina Homicide Investigators Association Conference Course #3334

#### Who Should Attend

Investigators, crime scene technicians, district attorneys, and others charged with the investigation of deaths.

#### Course Goal

- To provide homicide investigators an opportunity to exchange information relative to homicide investigations and assist other investigators with unsolved cases during breakout group projects.
- Establish a depository for information relating to current and unsolved homicides within the state of North Carolina and the dissemination of such information through regular group meetings and publications.
- To establish a network for other law enforcement agencies across the United States to access information.

#### CICP Accredited Course

- Through the training, communication, support and encouragement of the Association's membership, promote quality homicide investigations within the state of North Carolina.

#### Methodologies

This course employs lecture and investigative case presentations.

#### Special Concerns

**Refer to website [www.nchia.org](http://www.nchia.org) for registration and hotel information.** Participants will receive CICP credit for training hours attended.

#### Fee

See website [www.ncjia.org](http://www.ncjia.org).

#### Course Coordinator

Russell Strickland

#### Length of Course

Five days (27 hours)

#### DATE

November 10-14, Carolina Beach

# Special Events & Conferences



## Organized Crime Drug Enforcement Task Force Conference Course #3716

The Organized Crime Drug Enforcement Task Force (OCDETF) was created in 1982 as a new law enforcement model of Federal, State and Local cooperation to combat drugs. In 1998, the OCDETF unit in the US Attorney's Office Eastern District/North Carolina (EDNC) formed a partnership with the NC National Guard at MANTA to provide specialized training for drug agents in the 44-county EDNC. This conference is now recognized as one of the best law enforcement conferences in the country and has expanded to include state drug prosecutors and agents from across North Carolina and neighboring states. Training in the latest successful drug investigation techniques is provided. In addition the conference serves to motivate and build a strong drug enforcement team effort. The training is designed to teach new material to both conference alumni and first time attendees. Sheriffs, DAs, and Police Chiefs are encouraged to attend with their drug units. Each year a dynamic agenda with a mix of nationally known experts and practitioners working narcotics trafficking along with multiple breakout sessions will be offered.

### Location

Sea Trails Conference Center, Sunset Beach, NC

### CICP Accredited Course

### Methodologies

This conference will employ lectures, practical exercise, and demonstrations.

### Fee

There is a \$215 registration fee (based on 2013 Conference) required for attendees including those who commute.

### Special Concerns

**Registration for this Conference is made through the NC Sheriffs' Association. Refer to the website <http://www.ncsheriffs.org/OCDETF/registration.html> for registration and lodging information.**

A separate registration form must be completed by each individual attending the conference. ***Make your check payable in the amount of \$215 to the North Carolina Sheriffs' Association. Mail the check to: Don Connelly, US Attorney's Office, 310 New Bern Avenue, Suite 800, Federal Building, Raleigh, NC 27601.*** Conference reservations are not final until registration form and fee have been received. Additional information on the Conference may be made by e-mailing Don Connelly at [don.connelly@usdoj.gov](mailto:don.connelly@usdoj.gov).

### Length of the Course

Two and half days (18 hours)

### Course Coordinator

Doug Robinson

### DATE

November 18-21, Sunset Beach

## Singleton International MP5 and M4/AR15 Instructor Course Course #1548

### Who Should Attend

This six-day course is designed to cover all aspects of the H&K and Colt SMG/Rifle platforms for both operator and the instructor. This course is open to any Semi or Full-Automatic Rifle/SMG. 9 mm - .223 Caliber.

### Course Goal

Emphasis is given to training the instructor on how to get the best out of his students both on the firing line and operationally. A good instructor is someone who understands how to teach and knows how to control and motivate a class and not necessarily someone who is a good shot and been around for a few years. A competent instructor is someone who can convey the necessary information across to a student in a simple and easy to understand format, and the ability to raise the competence level of a new shooter by clear and concise teaching methods.

### Agenda

#### Day 1

Introduction and administration.

Methods of instruction.

Nomenclature.

Breakdown and assembly.

Mechanical function check and function.

Sights, aiming, zeroing and adjustment.

Fitting the sling and carrying positions.

#### Day 2

Load/unload.

Stance, ready and mounting.

Safety brief and zero sights.

Controlling full-automatic/30 round burst.

Maintenance.

Two rounds, 5-25 yards.

Drug and body armour drills (head and pelvic shots).

Multiple rounds/rapid fire.

Preparing for the classroom presentation.

(CONTINUED ON NEXT PAGE.)



## Special Events & Conferences

### Singleton International MP5 and M4/AR15 Instructor Course Course #1548

(CONTINUED FROM PAGE 93.)

#### Day 3

Attendees classroom presentations – Part 1.  
Paired/covered, tactical reload drills.  
Covering positions and verbalization.  
Static turns.

#### Day 4

Attendees classroom presentations – Part 2.  
Introduction to full-automatic.  
Trigger control on full-automatic, static.  
Firing-on-the-move.  
Firing-on-the-move, trigger control.

#### Day 5

Tactical back-up-weapon in pairs.  
Firing-on-the-move, back-up-weapons.  
Firing-on-the-move, lateral/angled.  
Standards drills.  
How to conduct range practices and demonstrations.

#### Day 6

Student range presentations.  
Graduation and final administration.

#### Methodologies

This course includes classroom and hands-on instruction.

#### Individual Requirements

- Ear and impact resistant and wrap-around eye protection.
- Comfortable clothing suitable for range under all weather conditions.
- Full tactical equipment and body armour is NOT required.

#### Firearms (You can attend with one or any of these firearms)

- Open to any semi-automatic or full-automatic 9mm - .223 caliber (Due to running double lines two officers can attend with only one firearm between them.)
- H&K MP5, MP7, 33, 53, G36 & UMP. (9mm, 10mm, .40 cal or .45 ACP).
- Colt SMG, M16 A1/A2 Rifle.
- M4. (Rock River, Bushmaster, Colt, DPMS, etc.)
- Sling.
- 2 x 30 round or 3 x 20 round magazines per attendees.
- Handgun and holster per attendee.

(The certificate will qualify all attendees for both the H&K and Colt systems. All attendees will be encouraged to familiarize themselves with them both.)

#### Ammunition

- 1,500 rounds **TOTAL** of good factory manufactured ammunition. (NOTE: If attending with more than one weapon system, the total ammo count is still 2,000. Decide how many rounds from each weapon you want to fire. I do not recommend cheap re-loads, military surplus or aluminum case ammo.)
- 75 rounds of pistol ammunition.

#### Special Concerns

There is no training prerequisite required to attend this program, however it is recommended, but not mandatory, that if you do not use the H&K/Colt for over three years or more, you need to retake the range segments of the program. (Four days, Monday through Thursday @ \$500.00 per person).

#### Fee

**Tuition is \$750.00 per student.** (\$500.00 per person for re-certification – Singleton International Certificate only.)  
**Payable by check, credit card, purchase order or cash to Singleton International, Inc. All payments will be submitted to Singleton International. No payments to NCJA will be accepted.** Space is limited. In fairness to those on a waiting list, all official cancellations must be made two weeks prior to the commencement of the class. A \$100.00 cancellation/administration fee will be charged for non-attendance or last minute cancellations. FEIN 54-1905012.

#### Registration

Students will need to register and arrange payments with Singleton International. Please submit a Singleton International Registration Form to Singleton International and an NCJA Course Registration Form to the Registrar at 910-525-5235.

#### Students should contact

Singleton International, Inc.  
8614 The Mountain Road, Warrenton, VA 20186  
Phone: 1-800-265-7904 • Fax: 540-349-1747  
E-mail: [philsingleton@earthlink.net](mailto:philsingleton@earthlink.net)  
In addition, you may visit the Singleton International website at <http://www.philsingleton.com>.

#### For more information contact

Course Coordinator: Wayne Ayers, 910/525-4151, ext. 285 or [wayers@ncdoj.gov](mailto:wayers@ncdoj.gov).

#### Length of Course

Six days (44 hours)

#### DATE

September 21-26, Salemburg

# Special Events & Conferences



## Stalking and Stalking Behaviors Course #3328

**CICP Accredited Course**

### Who Should Attend

Law enforcement officers, prosecutive investigators, medical examiner investigators and crime technicians with the responsibility of conducting an investigation and the prosecution of the crime of stalking.

### Course Goal

To provide the knowledge and skills necessary to thoroughly and successfully investigate, process and prosecute a stalking related crime.

### Course Topics

- Stalking defined
- Victims of stalking
- Profile of a stalker
- General characteristics of stalkers
- Relationship to victim
- Association of threats to violence
- Risk factors for threats to be carried out
- Motivation for stalking
- Stalker typologies
- Non-domestic stalkers vs. domestic stalkers
- Case management

### Methodologies

This course will employ lecture, conference and practical exercises.

### Course Requirement

Attendance at all class sessions is required.

### Special Concerns

***Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.***

### Fee

\$100.00

### Course Coordinator

Doug Robinson

### Course Instructor

Mike Prodan

### Length of Course

One day (8 hours)

### DATE

December 1, Edneyville







## Special Events & Conferences

### Threat Assessment and the School Rampage Shooter Course #3372

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers (patrol, investigators, school resource officers, security) prosecutors, school administrators, teachers and counselors, who would be called upon to assess, investigate and manage threats against individuals and/or schools.

#### Course Goal

This course examines those individuals who communicate threats or other “unusual” communications to others as well as emphasis in identifying the difference between those who make a threat and those who pose a threat. In addition, this course examines the various theories of the cause of school shooters, warning signs, assessment and interventions.

#### Course Objectives

- Identify types of communicated threats (implied, direct and conditional).
- Distinguish the difference between those who make a threat and those who pose a threat.
- Identify types of threat communicators and level of concern or danger.
- Correctly identify how to manage and reduce the danger level.
- Describe and apply the methodology to recognize and encourage “leakage” in schools to prevent violence.

#### Methodologies

This course will employ lecture, discussion and conference methods.

#### Course Requirements

Attendance is required at all class sessions.

#### Special Concerns

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

#### Fee

\$100.00

#### Course Coordinator

Doug Robinson

#### Course Instructor

Mike Prodan

#### Length of Course

One day (8 hours)

#### DATES

August 4, Edneyville

November 17, Salemburg



## Other Important Information

(Registration, Learning Resource Center, Resources on the Web)



### How to Register

Registration must be made in writing utilizing the NCJA application form.

*To register for **SALEMBURG** location, complete & mail application to:  
Registrar, North Carolina Justice Academy, PO Box 99, Salemburg, NC 28385-0099  
or FAX it to (910) 525-5235. Phone: (910) 525-4151. E-mail: registrar\_east@ncdoj.gov.*

*To register for **EDNEYVILLE** location, complete & mail application to:  
Registrar, North Carolina Justice Academy, PO Box 600, Edneyville, NC 28727-0600  
or FAX it to (828) 685-7530. Phone: (828) 685-3600. E-mail: registrar\_west@ncdoj.gov.*

Registration for courses of instruction offered by the Justice Academy is made through the Registrar unless otherwise indicated. The North Carolina Justice Academy is funded by the North Carolina General Assembly and enrollment is primarily for full-time employees of criminal justice agencies within North Carolina. Registration must be made in writing utilizing the enclosed application form. **(AGENCIES ARE ENCOURAGED TO COPY ADEQUATE QUANTITIES OF THIS FORM AS IT APPEARS IN THE BACK OF THE TRAINING CALENDAR.)** Course registration forms (applications) can be printed from our web site at <http://ncja.ncdoj.gov>. Forms must be filled out completely (front and back, if appropriate) and **MUST** bear the signature of the person responsible for approval of attendance (official authorization). To ensure prompt registration notification, please use Post Office Box mailing address of agency. Applications will not be processed unless all information is presented. Upon receipt, applications will be processed and departments will be notified of course availability.

#### CLASS INFORMATION

Registered applicants will receive an e-mail approximately 30 days prior to the course containing information about classroom location, starting times and listing any special requirements for the class. This e-mail will contain a confirmation request. Response to this request **MUST** be received to verify actual attendance. Failure to do so will result in the reserved space being given to another applicant.

#### CANCELLATIONS

We request immediate notification of cancellations so waiting list personnel can be contacted. Substitution

of students by authorized officials is encouraged in lieu of cancellation. Cancellations/substitutions can be reported to the Salemburg Registrar by telephone: 910-525-4151; or FAX: 910-525-5235 and to the Edneyville Registrar by telephone: 828-685-3600 or FAX: 828-685-7530.

#### HOUSING ASSIGNMENT - Salemburg

Academy students will be assigned a room at the Dormitory Office for the duration of the course they are attending. The Academy does not charge a registration, tuition or room fee. Room registration hours are as follows: Sunday, 3:00 p.m. - 8:00 p.m. and Monday through Thursday, 7:00 a.m. - 6:00 p.m. Anyone arriving after 6:00 p.m. will have room assignments made by the security officer on duty. **As of January 1, 2008, smoking is banned from all state buildings.**

#### HOUSING ASSIGNMENT - Edneyville

Registration is conducted at the Reception Desk, Room 101, on the ground floor of the Administration Building on Sunday from 3:00 p.m. - 7:00 p.m.; Monday from 7:00 a.m. - 7:00 p.m.; and Tuesday - Friday from 8:00 a.m. - 5:00 p.m. Students arriving after scheduled hours of registration will be checked in by the security officer on duty. **As of January 1, 2008, smoking is banned from all state buildings.** If a substitution is made for an Edneyville course, you must replace male with male and female with female.

#### COMMUTING STUDENTS

Commuting students should report directly to class.



## Other Important Information

### (Registration, Learning Resource Center, Resources on the Web)

#### NCJA Learning Resource Center

The Learning Resource Center is an integral part of the North Carolina Justice Academy. Located on the East Campus, it provides library and technology services to Academy students and law enforcement personnel throughout the state: the LRC offers lifetime library membership to its law enforcement patrons. Housing over 23,000 books, journals, magazines, reference materials, and technical manuals, the LRC also maintains special collections of law enforcement lesson plans, policy manuals from North Carolina police agencies, and one of the nation's largest A/V collections of police training videos. Library materials are available free of charge and can be shipped at no cost (except return postage).

In addition to its collections in criminal justice, the LRC offers popular fiction materials and DVDs. Visit our catalog at <http://webopac.infovisionsoftware.com/ncjustice/>.

Our hours of operation are as follows (excepting holidays and special/reduced hours):

#### LRC HOURS OF OPERATION

8:00am – 9:00pm, Monday – Thursday  
8:00am – 5:00pm, Friday  
910-525-4151 x 267

#### A/V HOURS OF OPERATION

8:00am – 5:00pm, Monday – Friday  
910-525-4151 x 257

#### Resources on the Web <http://ncja.ncdoj.gov>

##### NCJA Home

- Contact Us
- NC Justice Academy Maps
- Privacy Policy
- Sitemap

##### News

##### FAQs

##### Weather Reports

##### Mailing List

##### NCJA Survey

##### General Information

- East Campus Information
- West Campus Information
- History of the Justice Academy
- Our Mission
- NCJA Photo Gallery

##### Courses Offered by NCJA

- All Courses by Month
- Course Offerings (A-Z)
- Detention Officer Courses
- NCJA Learn Center
- Registration/Application
- Training Calendars
- VAWA Funded Courses

##### Blackboard

##### Training Centers

- Commission/In-Service Center
- Investigation Center
- Law Enforcement Leadership Center
- Legal Center
- Tactical and Traffic Center

##### Commission Courses

- BLET
- Detention Officer
- Driver Training
- Firearms
- In-Service
- Instructor Training
- Physical Fitness
- Speed Measuring Training
- Specialized Subject Control and Arrest Techniques Instructor Training
- Telecommunicator

##### Certificate Programs

- Community Policing
- Criminal Investigations Certificate Program
- Instructor Development Program
- Management Development Program
- School Resource Officer Certificate
- Tactical Training Certificate Program
- Traffic Enforcement and Investigation Certificate

##### Support Services

- Audio Visual Department
- NCJA Bookstore
- NCJA Library
- Video Production Unit

##### Personnel

##### Criminal Justice Links

- Attorneys General Offices
- Criminal Justice Associations
- Criminal Justice Degree Programs
- Criminal Justice Resources
- Federal Criminal Justice Agencies
- Legal Information
- Legislative Information
- NC Criminal Justice Agencies
- NC Police Departments
- NC Sheriffs' Offices

##### Publications

##### Legislative Updates

##### Job Bank

##### Training Materials

##### Outside Agency Courses/ Conferences

## Other Important Information

### (Registration, Learning Resource Center, Resources on the Web)



### Online Course Registration

#### NCJA Online Courses

North Carolina Justice Academy online courses allow criminal justice personnel from around the state to take courses over the Internet. Hopefully, this will mean less time away from the job and help with travel budgets.

The Academy offers two types of online courses. Those courses designated as Web-based will be courses conducted totally online. Those courses designated as Web-blended will be courses conducted partially online with some classroom/practicals at an NCJA campus where the class will meet face-to-face.

#### Registration

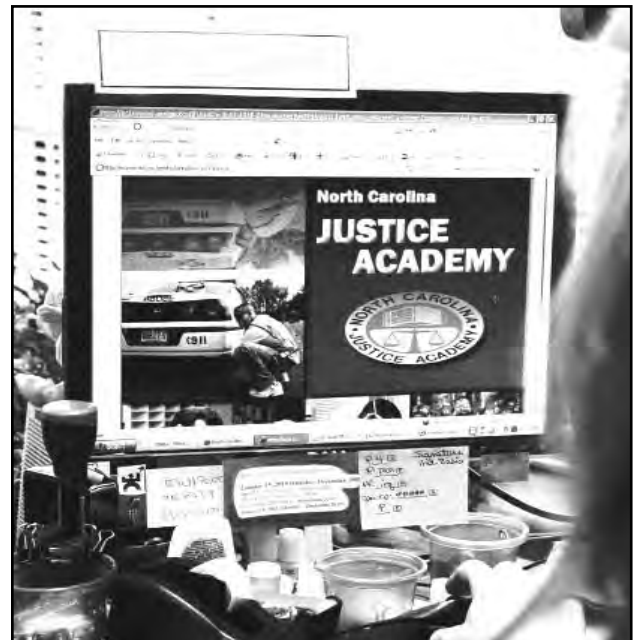
Students should submit a course application to the NCJA registrar to register for an NCJA online course unless otherwise indicated. Students should check course requirements for special activities related to online course offerings.

#### Characteristics of Online Courses

Students who take online courses with the Justice Academy are expected to meet regular deadlines throughout the course, participate in online class activities and stay in touch with the instructor and fellow students. ***NCJA online courses require steady involvement and interaction on the part of those enrolled.***

#### Technical Requirements for Taking an Online Course

Students enrolled in NCJA online courses are required to have Internet access, an e-mail account, a word processing program and a Web browser equivalent to Internet Explorer 8 or higher. Particular courses may have further requirements on hardware and software. Check course descriptions for these specifications.





## Other Important Information

(Registration, Learning Resource Center, Resources on the Web)

### Office of the Registrar Transcript Request Information

Students or alumni who desire a transcript of NCJA courses must present a written request or the form below to the Registrar's Office. Please note that federal law requires that all requests must bear the signature of the student, so e-mail requests cannot be honored.

For purpose of identification, the request needs to include:

- Student's full/maiden name
- Social Security number
- Date of Birth
- Complete mailing address of where the transcript is to be sent
- Student's signature

Official transcripts cannot be e-mailed or faxed to students, departments, etc. They can only be sent via regular mail. Please remember that all transcript requests must be signed by the student.

A transcript can be picked up in person during regular business hours. A picture ID is required.

If you have questions about the transcript request process, please call the Office of the Registrar at 910-525-4151, ext. 245 or 828-685-3600, ext. 213.

Mail all transcript requests to:  
Registrar, NC Justice Academy,  
PO Box 99, Salemburg, NC 28385-0099,  
or  
Registrar, NC Justice Academy,  
PO Box 600, Edneyville, NC 28727-0600

## Office of the Registrar

### *Official Transcript Request*

Name: \_\_\_\_\_  
Last First Middle/Maiden

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Send Transcript to (complete mailing address is required):

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Student Signature: \_\_\_\_\_

# NC JUSTICE ACADEMY COURSE APPLICATION

**To register for SALEMURG location,  
complete and mail this application to:  
Registrar, NCJA  
PO Box 99, Salemburg, NC 28385-0099  
or email to: registrar\_east@ncdoj.gov  
or FAX to: 910-525-5235.  
PHONE: 910-525-4151**

**To register for EDNEYVILLE location,  
complete and mail this application to:  
Registrar, NCJA  
PO Box 600, Edneyville, NC 28727-0600  
or email to: registrar\_west@ncdoj.gov  
or FAX to: 828-685-7530.  
PHONE: 828-685-3600**

**\*One application is required for each course. Please check the back of the application for additional required supplemental information. Prerequisites or special course requirements may be listed in the course description.**  
Failure to provide the information requested may result in the inability of our registrar to provide you with a complete training transcript.

PLEASE PRINT CLEARLY OR TYPE

A. Name (No Nicknames): \_\_\_\_\_  
Last
First (No Initials)
Middle

B. SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

C. Agency: \_\_\_\_\_ ☐ City/County ☐ State ☐ Federal

D. Employing Agency **Mailing** Address (PO Box or Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Area Code) Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

E. \*Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

\*Complete applicable part of page 2 if your course # is 1528, 2032, 2033, 2142, 2152, 2182, 2618, 2726, 2727, 2728, 3016, or 3703.

1. Preferred Date: \_\_\_\_\_ Location: \_\_\_\_\_

2. Preferred Date: \_\_\_\_\_ Location: \_\_\_\_\_

F. Will you require a room for your on-campus stay? ☐ Salemburg ☐ Edneyville  
☐ Yes ☐ No ☐ Male ☐ Female

If a dorm room is unavailable at the Edneyville location, will you be willing to stay off campus at your own expense?

☐ Yes ☐ No

G. I confirm that the above-named applicant is in a job classification to which the requested training applies, and their attendance will be scheduled.

Please Print Name and Title of Authorizing Official: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Official's E-mail: \_\_\_\_\_

Signature of Authorizing Official: \_\_\_\_\_

H. RETURN CORRESPONDENCE TO:

**NOTICE: Agencies will receive notification if their enrolled employee does not successfully complete a training course or event.**

Please Print Name: \_\_\_\_\_

Address (if different from Employing Agency Address): \_\_\_\_\_

Rank/Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE PROVIDE THE ADDITIONAL INFORMATION AS IT APPLIES TO YOUR APPLICATION**

**All applicants for each of the Specialized Instructor Courses and their Prequalification Courses are required to provide the following items for course attendance:**

1. Proof of successful completion of a criminal justice general instructor training course. An EXCEPTION to the requirement is made for applicants to the **Specialized Physical Fitness Instructor Training Prequalification #2727 and Specialized Physical Fitness Instructor Training #2033** that possess either of the following:
    - a. Hold a current and valid North Carolina Teachers' Certificate and hold a minimum of a baccalaureate degree in physical education and be actively teaching in physical education topics; or
    - b. Be presently instructing physical education topics in a community college, college, or university and hold a minimum of a baccalaureate degree in physical education; and
  2. Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the CJSD once they complete our Specialized course and apply for certification.
- I. **Specialized Firearms Instructor Training Prequalification #1528 and Specialized Firearms Instructor Training #2032**  
Please indicate the type of firearms instruction you will be conducting:
- ☐ BLET      ☐ In-Service      ☐ Qualification      ☐ Other

**TO BE COMPLETED BY AGENCY HEAD OR SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR**

I have reviewed the information above and find it to contain accurate data concerning this applicant. I have determined that the applicant should be nominated to attend item I; that he/she is a certified instructor and he/she will be utilized in a training assignment in this topic area.

Signature: \_\_\_\_\_ Agency or Institution: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

- II. **Specialized Physical Fitness Instructor Training Prequalification #2727, Specialized Physical Fitness Instructor Training #2033, Specialized Subject Control/Arrest Techniques Instructor Training Prequalification #2728 and Specialized Subject Control/Arrest Techniques Instructor Training #2142** - Obtain certification from a licensed physician that the applicant is able to participate in the course. This statement for the physician's certification is on the course webpage: <http://ncja.ncdoj.gov/SPFIT2033.aspx>.
- III. **Specialized Driver Instructor Training Prequalification #2726 and Specialized Driver Instructor Training #3703** - Certified copy of driving history from the Department of Motor Vehicles, Drivers License Division.
- IV. **Explosives and Hazardous Materials Specialized Instructor training #2618** – Obtain certification from a medical professional utilizing OSHA Form C that the applicant is able to participate in course utilizing a Self-Contained Breathing Apparatus and Air Purifying Respirator. This form may be obtained from the course webpage: <http://ncja.ncdoj.gov/EHMSIT2618.aspx>. Students must also provide a copy of a current fit test for the Air Purifying Respirator they will utilize in the course.

**TO BE COMPLETED BY AGENCY HEAD OR SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR**

I have reviewed the information above and find it to contain accurate data concerning this applicant. I have determined that the applicant should be nominated to attend this Specialized Instructor Training course and that he/she is a certified instructor and he/she will be utilized in a training assignment in this topic area in the Basic Law Enforcement Training course.

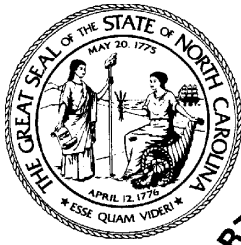
Signature: \_\_\_\_\_ Agency or Institution: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

- V. **Management Development Program #2182** - Upon receipt of this course application, a more detailed application will be mailed to you and processed by the Law Enforcement Leadership Center at the Academy. All contact will be through that department.
- VI. **Officer Safety/Readiness Instructor Training #3016** - Attach a copy of your certificate documenting successful completion of a criminal justice instructor training course.
- VII. **Instructor Training Orientation #2152** - Letter from School Director of Instructor Training stating that you will be teaching or evaluating for them and a copy of your current instructor certification.

*The North Carolina Justice Academy recognizes and is in compliance with the provisions of the Americans with Disabilities Act. You may request a reasonable accommodation for a disability in order to attend training by calling the Registrar at (910) 525-4151.*







***PO Box 99, Salemburg, NC 28385-0099 Ph: 910-525-4151***  
***PO Box 600, Edneyville, NC 28727-0600 Ph: 828-685-3600***  
***<http://ncja.ncdoj.gov>***

Roy Cooper, Attorney General      Mark J. Strickland, Director

Scan this code with  
your smart phone.

